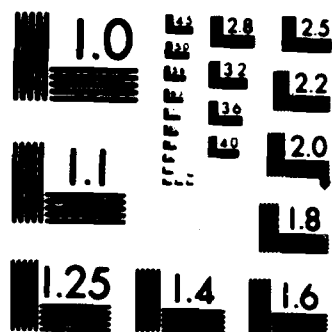


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OCCUPATIONAL MEASUREMENT CENTER RANDOLPH AFB TX APR 87

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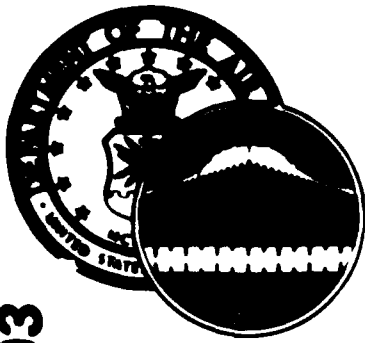
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UNITED STATES AIR FORCE

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# OCCUPATIONAL SURVEY REPORT

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AIRFIELD MANAGEMENT SPECIALTY

AFSC 271X1

AFPT 90-271-773

APRIL 1987

OCCUPATIONAL ANALYSIS PROGRAM  
USAF OCCUPATIONAL MEASUREMENT CENTER  
AIR TRAINING COMMAND  
RANDOLPH AFB, TEXAS 78150-5000

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HQ SAC/DPAT	3		3	
HQ SAC/TTGT	1		1	
HQ TAC/DPATJ	3		3	
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HQ USAFE/DOUF	2		2	
HQ USAFE/DPAT	3		3	
HQ USAFE/TTGT	1		1	
HQ USMC (CODE TPI)	1			
NODAC	1			
3300 TCHTW/TTGX (KEESLER AFB MS)	3	1	3	2
3300 TCHTW/TTS (KEESLER AFB MS)	1		1	
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## PREFACE

This report presents the results of a detailed Air Force Occupational Survey of the Airfield Management specialty (AFSC 271X1). The project was undertaken at the request of the USAF Occupational Measurement Center's Training Development Services Division. Priority was established by the Occupational Analysis Program Priorities Working Group (PWG) in accordance with AFR 35-2. Computer printouts from which this report was produced are available for use by operating and training officials.

The survey instrument was developed by Lieutenant John Thompson, Inventory Development Specialist. Computer programming support for this project was provided by Mr Wayne Fruge. Lieutenant Cheryl Soat, Occupational Analyst, analyzed the survey data and wrote the final report. Administrative support was provided by Mrs Linda Sutton. This report has been reviewed and approved by Lieutenant Colonel Charles D. Gorman, Chief, Airman Analysis Branch, Occupational Analysis Division, USAF Occupational Measurement Center.

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies may be obtained on request to the USAF Occupational Measurement Center, Attention: Chief, Occupational Analysis Division (OMY), Randolph AFB, Texas 78150-5000.

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Center

## SUMMARY OF RESULTS

1. SURVEY COVERAGE: Survey results are based on responses from 972 respondents with DAFSC 271X1. This represents 63 percent of the 1,541 assigned personnel in this career ladder.

2. SPECIALTY STRUCTURE: The study identified seven major jobs encompassing 94 percent of the total sample. These jobs include: Dispatching Personnel, Weapons Range NCOICs, COMSEC Materials Monitors, ALCE Personnel, Management Personnel, Weapons Range Personnel, and NOTAM Editors. The largest job was identified as Dispatching Personnel and represents the vast majority (78 percent) of the sample. The remaining jobs reflect the various areas of specialization within the career ladder. The large percentage of personnel performing one job indicates a somewhat homogeneous specialty.

3. CAREER LADDER PROGRESSION: Both 3- and 5-skill level personnel performed essentially the same job, with few exceptions. As AFSC 271X1 personnel progress to the 7-skill level, they spend an increasing amount of time on supervisory, managerial, and administrative functions, but continue to perform some technical functions. At the 9-skill level, the job performed becomes primarily managerial in nature. An evaluation of the AFR 39-1 Specialty Description found two functional areas not depicted in the 3-, 5-, or 7-skill level descriptions.

4. TRAINING: The AFSC 271X1 STS, when compared with survey data, was generally supported in accordance with ATCR 52-22. A few elements, however, have low percentages of personnel performing them or were unreferenced to any identified task. Also, several tasks performed by high percentages of first-term airmen were not referenced to any STS element. These minor discrepancies suggest a review for possible refinements may be beneficial.

5. IMPLICATIONS: The Airfield Management specialty presents a fairly stable career ladder, with no major changes occurring since the previous survey. Current career ladder training documents may need some fine tuning and the issue of a formal technical school needs to be examined in light of survey data, along with available training resources and the criticality of identified tasks. Job satisfaction indicators are good, particularly in the area of perceived utilization of training.

OCCUPATIONAL SURVEY REPORT  
AIRFIELD MANAGEMENT SPECIALTY  
(AFSC 271X1)

INTRODUCTION

→ This is an occupational survey report (OSR) of the Airfield Management career ladder (AFSC 271X1) completed by the Occupational Analysis Division, USAF Occupational Measurement Center, in March 1987. The survey was conducted in response to a request from the Training Development Services Division of the USAF Occupational Measurement Center to provide data which will be useful in the preparation of a Training Development Plan projected for FY 87/88. Career ladder management personnel are also interested in assessing current training documents and the possibility of establishing a formal technical school at the basic level. The last survey of the AFSC 271X1 career ladder was published in May 1979.

→ Keywords: Job analysis, <sup>Air Force training</sup> Air Force personnel, Personnel development, Skills.

Background

The Airfield Management specialty was created in April 1977, when the AFSC 271X0, Airport Air Operations specialty, was split into the AFSC 271X1, Airfield Management specialty, and the AFSC 271X2, Operations Management career ladder. As the scope of the Airport Air Operations specialty began to broaden, due to the automation of many of the records functions, the Airfield Management specialty was created to assume the duties and responsibilities relating to aircraft dispatching, maintenance of flight information data and flight plan processing areas, and the performance of airfield management functions.

Airfield Management personnel provide flight planning guidance, flight plan handling and flight data coordination functions, and maintain flight information and local airfield data. These personnel also perform weapons range operations and Airlift Control Element (ALCE) functions.

Currently, no formal 3ABR training is provided for personnel entering the AFSC 271X1 career ladder. All training is provided through on-the-job training at local bases.

SURVEY METHODOLOGY

Inventory Development

USAF Job Inventory AFPT 90-271-773 (March 1986) was the data collection instrument for this occupational survey. A comprehensive listing of tasks and potential background questions was developed and refined by interviewing 66 subject-matter experts from 15 different organizations. Interview locations

were recommended by functional managers as representative of the general workload, as well as the specialized functions performed by the airfield management personnel across the Air Force. The following bases were visited for interviews:

Keesler AFB -	Career ladder training development responsibilities
Offutt AFB -	HQ SAC resources with varied mission experience
Langley AFB -	HQ TAC resources
Travis AFB -	ALCE functions as well as the largest base operations function in MAC
Pope AFB -	ALCE and tactical airlift functions
Charleston AFB -	Strategic airlift and ALCE functions, as well as operational Service B equipment
Tyndall AFB -	Operational Service B equipment, TAC training function, Bird Air Strike Hazard (BASH) program and rescue support unit
MacDill AFB -	Unique CENTCOM and RDF functions
Avon Park -	Weapons range functions
Ellsworth AFB -	Dual bomb/missile wing functions and airborne command post
Laughlin AFB -	Unique flying training mission within ATC
Carswell AFB -	Air Force Central NOTAM Facility (AFCNF), strategic bomber mission, and SAC command post
Randolph AFB -	ATC functional manager
Ramstein AB -	Unique airfield management functions of overseas bases

The resulting job inventory contained a comprehensive listing of 597 tasks under 13 duty headings, and a background section requesting information such as grade, duty title, primary work area, and job satisfaction data.

### Survey Administration

From June through October 1986, Consolidated Base Personnel Offices in operational units worldwide administered the survey to Airfield Management personnel. Participants were selected from a computer-generated mailing list provided by the Air Force Human Resources Laboratory.

All individuals who filled out an inventory first completed an identification and biographical information section and then checked each task performed in their current job. Next, members rated the tasks on a 9-point scale showing relative time spent on each as compared to all other tasks. Ratings ranged from 1 (very small amount of time spent) to 9 (very large amount of time spent). Statistical analysis of these ratings permitted very precise estimates of the percent of time individuals spent on each task.

### Survey Sample

Personnel in the survey were carefully selected to ensure an accurate representation across major commands (MAJCOM) and military paygrade. Table 1 shows how the final sample compared to the actual population of the career ladder in terms of members' distribution across MAJCOMs. The table clearly shows each MAJCOM was proportionately represented. To further show how well the sample distribution reflects the career field, Table 2 compares the distribution of the population versus the sample by paygrade. The 972 respondents included in the final sample represent 80 percent of the AFSC 271X1 career ladder personnel eligible for the survey and 63 percent of the 1,541 personnel assigned to the career ladder. (Personnel awaiting PCS, retirement, or discharge, those with less than 6 weeks on the job, and those in hospital status were not eligible.)

### Task Factor Administration

Selected senior personnel in the 271X1 AFSC completed a second booklet in addition to the job inventory booklet. Processed separately, these booklets provide rating information for each task concerning task difficulty (TD) or training emphasis (TE) as perceived by these NCOs. TD refers to the length of time required for the average job incumbent to learn to perform that task to the required proficiency. TE refers to the importance of structured training; that is, training provided through an organized training method, such as resident technical training schools, field training detachments, mobile training teams, or formal OJT for first-term personnel.

Task Difficulty (TD). To complete the TD booklet, individuals rated each task in the inventory with which they were familiar on a 9-point scale, ranging from an extremely low relative difficulty (a rating of 1) to an extremely high relative difficulty (a rating of 9). Forty-one NCOs provided the data, with an interrater reliability (as assessed through components of variance of standardized group means) of .92. This figure indicates high agreement between raters. The TD ratings were adjusted to give a rating of

TABLE 1  
COMMAND DISTRIBUTION OF SURVEY SAMPLE

<u>COMMAND</u>	<u>PERCENT ASSIGNED (N=1,541)</u>	<u>PERCENT OF SAMPLE (N=972)</u>
TAC	23	25
SAC	23	22
MAC	15	14
USAFE	12	11
ATC	8	9
PACAF	7	7
AFSC	5	5
AAC	3	2
AFCC	2	2
OTHER	2	3

Total 271X1 Personnel Assigned - 1,541  
 Total 271X1 Personnel Eligible for Survey - 1,222  
 Total 271X1 Personnel Sampled - 972  
 Percent of Assigned Sampled - 63%  
 Percent Eligible Sampled - 80%

NOTE: Manning figures as of May 1986

TABLE 2  
PAYGRADE DISTRIBUTION

<u>PAYGRADE</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
E-1 to E-3	45	44
E-4	19	21
E-5	16	16
E-6	10	9
E-7	7	7
E-8 & E-9	2	3

NOTE: Totals may not add to 100 percent due to rounding

5.00 to a task of average difficulty, with a standard deviation of 1.00. The data are then used to rank order the tasks in the job inventory in descending values of rated task difficulty.

Training Emphasis (TE). Individuals completing TE booklets rated tasks they believed required training for first-term personnel on a 10-point scale, ranging from 1 (low training emphasis) to 9 (most training required), with a blank representing no training required at all. TE data were collected from 33 experienced personnel worldwide, with an interrater reliability of .94. This figure indicates excellent agreement among raters as to which tasks required some form of structured training and which did not.

When used in conjunction with other information, such as percent members performing, TD and TE ratings can provide insight into training requirements. Such insight may help validate the lengthening or shortening of portions of the Specialty Training Standard or determine the actual necessity of establishing a formal technical school at the basic level.

#### SPECIALTY JOBS (Career Ladder Structure)

The structure of jobs within the Airfield Management career ladder was examined on the basis of similarity of tasks performed and the percent of time spent ratings provided by job incumbents, independent of specialty or other background factors.

For the purpose of organizing individual jobs into similar units of work, an automated job clustering program is used. This hierarchical grouping program is a basic part of the Comprehensive Occupational Data Analysis Program (CODAP) system for job analysis. Each individual job description in the sample is compared to every other job description in terms of tasks performed and the relative amount of time spent on each task in the job inventory. The automated system is designed to locate the two job descriptions with the most similar tasks and percent time ratings and combine them to form a composite job description. In successive stages, new members are added to initial groups or new groups are formed based on the similarity of tasks and percent of time ratings in each individual job description. This procedure is continued until all individuals and groups are combined to form a single composite representing the total sample. The resulting analysis of the variety of groups of jobs serves to identify: (1) the number of characteristics of the different jobs which exist within the career ladder, (2) the tasks which tend to be performed together by the same respondents, and (3) the breadth or narrowness of the jobs which exist within the Airfield Management career ladder.

The basic identifying group used in the hierarchical job structuring process is the Job Type. A job type is a group of individuals who perform many of the same tasks and spend similar amounts of time performing them. When there is a substantial degree of similarity between different job types,

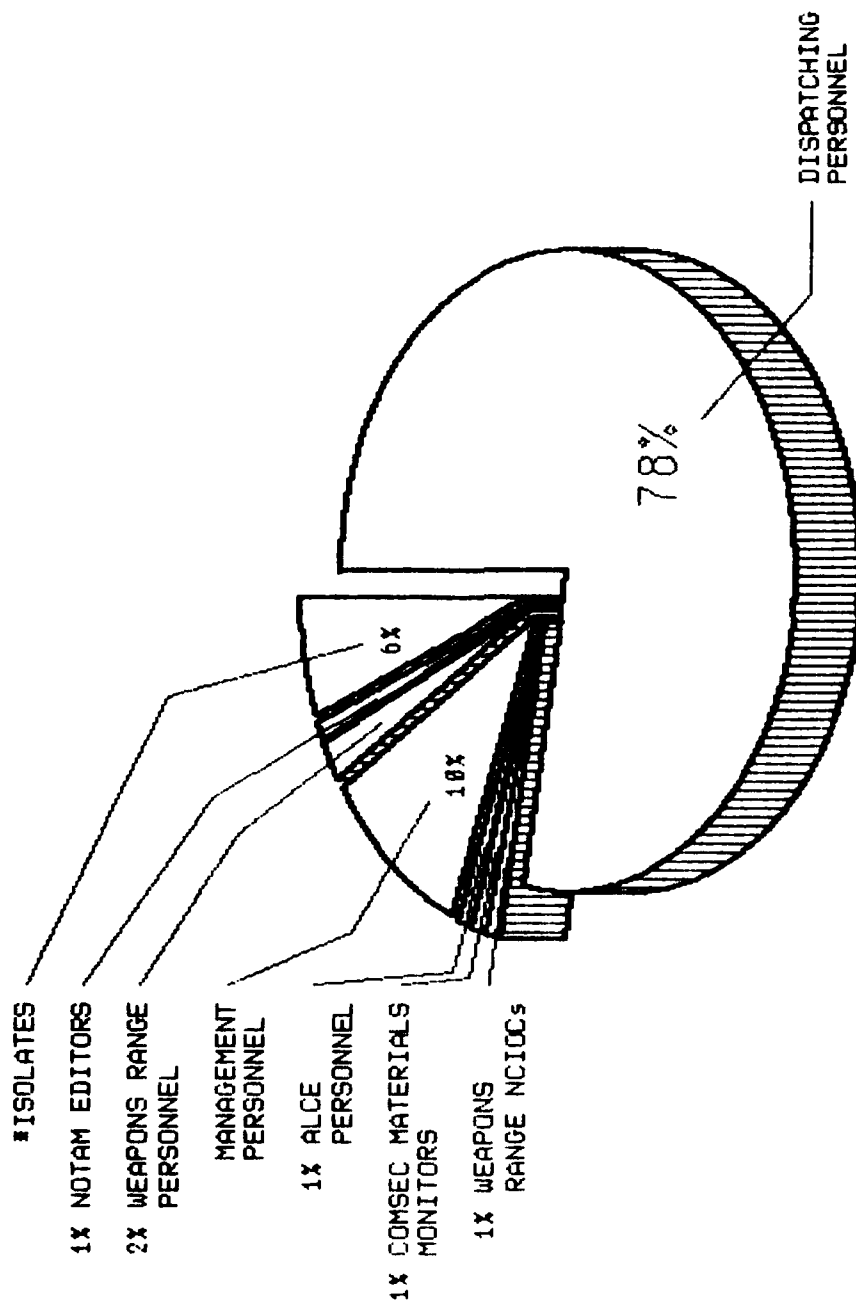
they are grouped together and labeled as Clusters. In many career ladders, there are specialized job types that are too dissimilar to be grouped into any cluster. These unique groups are labeled Independent Job Types.

Based on the similarity of tasks performed and the amount of time spent performing each task, three clusters and four independent job types were identified in the examination of the Airfield Management career ladder. These major jobs are illustrated in Figure 1 and are described on the following pages. The group (GRP) number shown beside each title is a reference to computer-printed information and the letter N refers to the number of personnel in the group:

- I. DISPATCHING PERSONNEL (GRP059, N=760)
  - A. Dispatching Specialists (GRP139, N=491)
  - B. Chief Dispatchers (GRP141, N=149)
  - C. Shift Supervisors (GRP135, N=6)
  - D. Junior Dispatching Specialists (GRP123, N=66)
- II. WEAPONS RANGE NCOICs (GRP145, N=9)
- III. COMSEC MATERIALS MONITORS (GRP146, N=6)
- IV. ALCE PERSONNEL (GRP213, N=14)
- V. MANAGEMENT PERSONNEL (GRP028, N=74)
  - A. Airfield Management Superintendents (GRP182, N=18)
  - B. Base Operations NCOICs (GRP157, N=9)
  - C. Range Operations Managers (GRP147, N=7)
  - D. Program Managers (GRP66, N=8)
- VI. WEAPONS RANGE PERSONNEL (GRP037, N=22)
  - A. Range Operations Specialists (GRP115, N=7)
  - B. Avon Park Personnel (GRP134, N=11)
- VII. NOTAM EDITORS (GRP198, N=9)

The AFSC 271X1 personnel forming these job types and clusters account for 94 percent of the survey sample. The remaining 6 percent of these personnel did not group with any of the clusters or jobs listed above because of the uniqueness of the job they perform or the manner in which they responded to the tasks listed in the job inventory.

# AIRFIELD MANAGEMENT SPECIALTY JOBS (N=972)



\* DENOTES INDIVIDUALS WHO DID NOT GROUP IN ANY MAJOR JOB

Fig. 1

### Overview

The AFSC 271X1 career ladder is a fairly homogeneous specialty, with a common core of operations tasks performed by the majority of Airfield Management personnel. While a very large percentage of survey respondents described their jobs as belonging to one cluster, two smaller clusters and four independent job types were identified.

Each of the clusters and independent job types are described briefly below. Two tables at the end of this section provide additional information about each of these groups. Table 3 provides the relative amount of time spent on each duty by each of the major groups identified. For example, Dispatching Personnel spend 28 percent of their time on tasks involving dispatching functions and only 1 percent of their time on range operations functions, while Weapons Range Personnel spend 49 percent of their time on range operations functions and only 16 percent of their time on dispatching functions. Table 4 provides selected background information, such as DAFSC, average months of service (TAFMS), MAJCOM distribution, and the average number of tasks performed by each of the major groups. For example, there are 74 members of the Management Personnel Cluster. Of these, 70 percent hold a DAFSC of 27171, 58 percent are located within the CONUS, and they perform an average of 79 tasks each.

Also included in this report is an appendix concerning the Airfield Management specialty jobs. Appendix A provides duty and background information for all the major jobs identified in the career ladder structure analysis. This appendix also lists common tasks performed by members of each of the jobs identified.

1. DISPATCHING PERSONNEL (GRP059). Comprising 78 percent of the total survey sample, these 760 personnel spend 58 percent of their work time performing operations and dispatching functions. Typical tasks performed by these personnel include:

- process flight plans
- maintain hourly NOTAM updates
- inspect runways for foreign objects
- count daily traffic totals
- disseminate runway condition information
- operate base operations or airfield management radios

These personnel are working primarily in base operations and, thus, epitomize the core job performed by Airfield Management Personnel. Seventy-five percent of these incumbents are located within the CONUS, and they are distributed across the major commands. They have an average of 65 months in service and are concentrated at the 3- and 5-skill levels. The typical job incumbent holds a paygrade of E-4 and performs an average of 147 tasks.

TABLE 3  
RELATIVE TIME SPENT ON DUTIES BY CAREER LADDER CLUSTERS  
AND INDEPENDENT JOB TYPES  
(PERCENT TIME SPENT)

DUTY	DISPATCH PERS (GRP059)	WEAPONS RANGE NCOICS (GRP145)	COMSEC MATERIALS PERS (GRP146)	ALCE PERS (GRP213)	MGMNT PERS (GRP028)	WEAPONS RANGE PERS (GRP037)	NOTAM EDITORS (GRP198)
A ORGANIZING AND PLANNING	3	8	5	7	14	4	2
B DIRECTING AND IMPLEMENTING	3	9	5	4	17	5	3
C INSPECTING AND EVALUATING	3	6	3	2	14	2	2
D TRAINING	3	9	1	3	5	4	2
E PERFORMING GENERAL ADMINISTRATIVE FUNCTIONS	4	5	24	12	14	2	3
F PERFORMING OPERATIONS FUNCTIONS	30	30	32	22	15	27	13
G PERFORMING REPORTING FUNCTIONS	2	1	3	3	1	1	0
H PERFORMING AIRFIELD MANAGEMENT GENERAL FUNCTIONS	12	6	10	6	8	2	2
I PERFORMING DISPATCHING FUNCTIONS	28	14	8	4	4	5	16
J PERFORMING FLIGHT SCHEDULING FUNCTIONS	2	1	4	1	1	*	0
K MAINTAINING FLIGHT PUBLICATIONS AND NOTICES TO AIRMEN (NOTAM)	9	1	3	*	3	*	57
L PERFORMING RANGE OPERATIONS FUNCTIONS	1	10	1	*	4	49	0
M PERFORMING AIRLIFT CONTROL ELEMENT	1	*	2	36	*	*	0

\* Less than .5 percent

TABLE 4

SELECTED BACKGROUND DATA FOR CAREER LADDER CLUSTERS  
AND INDEPENDENT JOB TYPES

NUMBER IN GROUP PERCENT OF TOTAL SAMPLE PERCENT IN CONUS	DISPATCH PERS (GRP059)		WEAPONS RANGE NCOICS (GRP145)		COMSEC MATERIALS PERS (GRP146)		ALCE PERS (GRP213)		MGMT PERS (GRP028)		WEAPONS RANGE PERS (GRP037)		NOTAM EDITORS (GRP198)	
	760 78% 75%	9 1% 100%	6 1% 17%	14 1% 71%	74 10% 58%	22 2% 86%	9 1% 89%							
DAFSC DISTRIBUTION (PERCENT)														
27131	28%	0%	17%	0%	0%	41%	0%	0%	0%	0%				
27151	17%	43%	7%	50%	89%	9%	11%	0%	11%	0%				
27171	15%	11%	67%	57%	70%	0%	0%	0%	0%	0%				
27191	1%	0%	0%	0%	23%	0%	0%	0%	0%	0%				
PREDOMINANT GRADE	E-4	E-5	E-5	E-6	E-7	E-3	E-5	E-3	E-5	E-3				
AVERAGE MONTHS IN CAREER FIELD														
AVERAGE MONTHS IN SERVICE	48	105	52	149	170	20	77	20	77	20	77	20	77	
AVERAGE NUMBER OF TASKS PERFORMED	65	111	124	167	213	37	111	37	111	37	111	37	111	
	147	149	82	124	79	45	22	45	22	45	22	45	22	
MAJOR COMMAND: (PERCENT)														
AFCC	0%	0%	0%	0%	7%	0%	100%	0%	7%	0%	0%	100%	0%	
AFSC	4%	22%	0%	0%	4%	0%	0%	0%	4%	0%	0%	0%	0%	
ATC	10%	0%	0%	0%	7%	0%	0%	0%	7%	0%	0%	0%	0%	
MAC	12%	11%	0%	100%	7%	0%	0%	0%	7%	0%	0%	0%	0%	
PACAF	6%	0%	17%	0%	15%	5%	0%	0%	15%	5%	0%	0%	0%	
SAC	26%	0%	17%	0%	10%	0%	0%	0%	10%	0%	0%	0%	0%	
TAC	25%	67%	33%	0%	19%	86%	0%	0%	19%	86%	0%	0%	0%	
USAFE1	12%	0%	33%	0%	12%	0%	0%	0%	12%	0%	0%	0%	0%	
OTHER	5%	0%	0%	0%	14%	9%	0%	0%	14%	9%	0%	0%	0%	

Four subordinate jobs were identified within this cluster. These jobs include: Dispatching Specialists, Chief Dispatchers, Junior Dispatching Specialists, and Shift Supervisors. As is evident from the individual job titles, the first three jobs are differentiated primarily as a function of experience. While the job of the Dispatching Specialists is described by the overall cluster description, Junior Dispatching Specialists are spending more time on the basic dispatching and operations functions and much less time on administrative and supervisory functions. The group of personnel identified as Chief Dispatchers are spending much less time in dispatching and operations and a greater amount of time overseeing the dispatching functions. Finally, the small group identified as Shift Supervisors are also performing a supervisory function, concentrating on first-line supervision of dispatchers, but are not involved in any type of inspecting or evaluating functions. These personnel are performing a much narrower job than the Chief Dispatchers (81 tasks vs 239 tasks), concentrating on such things as shift change briefings and the administrative aspects of dispatching and operations functions.

II. WEAPONS RANGE NCOICs (GRP145). Located exclusively within the CONUS, this small group of nine respondents is involved in both first-line supervision and operational aspects of the weapons range functions. With over 32 percent of their work time being spent on supervisory and training functions, these personnel are second only to the Management Personnel in the amount of time spent in these areas. Tasks which differentiate these personnel from other groups include:

- record aircraft check-in and departure times
- clear ground users on and off range complex
- coordinate maintenance and repair of range equipment
- counsel individuals on training problems or progress
- schedule personnel for adequacy of manning during heavy activity or exercise periods
- establish work or duty schedules

As NCOICs of range operations functions, these personnel are predominantly at the E-5 paygrade and the 5-skill level. They average 111 months in service and perform approximately 149 tasks.

III. COMSEC MATERIALS MONITORS (GRP146). The six personnel of this independent job type spend over 25 percent of their work time dealing with communications security or other classified documents. Along with these administrative type duties, these personnel are also performing a good deal of the standard operations functions within base operations. Representative tasks performed by these personnel include:

- inventory COMSEC materials
- sign certificates for destruction of classified materials
- maintain COMSEC publications
- destroy classified materials
- perform daily office security inspections

Eighty-three percent of these personnel are located overseas. They are primarily 7-skill level personnel with an average of 124 months of service, but only 52 months in the Airfield Management specialty. The average incumbent in this job performs approximately 82 tasks.

IV. ALCE PERSONNEL (GRP213). One hundred percent of the personnel in this independent job type belong to MAC. Their primary function is to work with the Airlift Control Element (ALCE) which serves as a focal point for all activities at an operating location. Thirty-six percent of total job time is spent on these ALCE functions. This is a fairly senior group of personnel averaging 163 months of service and 145 months in the specialty. Typical tasks performed by these personnel include:

- monitor aircraft delays based on authorized ground times
- maintain MAC Forms 356 (Movement Flow Chart)
- monitor arrival and parking of aircraft under ALCE operational control
- plan ALCE functions
- maintain deployable publications kit
- prepare daily aircraft flow schedules

Concentrated at the 5- and 7-skill levels, these respondents have an average paygrade of E-6. Forty-seven percent of these personnel are supervising, and 33 percent are located overseas. The typical job incumbent performs approximately 124 tasks.

V. MANAGEMENT PERSONNEL (GRP028). The 74 respondents comprising this cluster represent the second largest of the major jobs identified in the Airfield Management specialty. With an average paygrade of E-7, these personnel spend over 50 percent of their time on supervisory and training tasks. The typical workday may find these personnel performing such tasks as:

- draft correspondence or reports
- participate in conferences or policy meetings
- counsel subordinates on personal or military-related matters
- determine work priorities
- prepare APR
- direct compliance with operational directives

Concentrated at the 7- and 9-skill levels, these personnel have an average of 213 months of military service, thus making them the most senior group of personnel in the career ladder. Performing an average of only 79 tasks, 72 percent of these personnel are performing supervisory duties, while the remaining 28 percent are involved in higher level management where no supervisory responsibilities are involved. Forty-two percent of these respondents are located overseas.

Since Management Personnel are found at various levels and functional areas, several job types were identified within the cluster. Airfield Management Superintendents were the most senior group within the cluster, with an average paygrade of E-8. These personnel are supervising 7-level supervisors and also have input into career ladder policy making.

As the name suggests, Base Operations NCOICs are responsible for the Airfield Management functions within the base operations setting. These personnel are performing a primarily supervisory function--establishing work schedules, implementing training programs, and evaluating the performance of subordinates.

Range Operations Managers are a small group of personnel responsible for the overall airfield management duties at weapons ranges. These personnel direct and coordinate daily range activities and maintenance and inspect and evaluate the operational functioning. Unlike Range Operations NCOICs, these personnel are doing very little dispatching or operations functions themselves, but rather, are overseeing these duties.

Finally, Program Managers are a group of six personnel who are performing policy making and higher level management functions, such as conducting staff visits, developing operation plans, and coordinating staff reports with higher headquarters. These personnel are the administrative managers of the career ladder and are most commonly working as MAJCOM or Air Staff functional managers.

VI. WEAPONS RANGE PERSONNEL (GRP037). The 22 members of this group are almost exclusively TAC resources. Forty-nine percent of their work time is spent performing range operations functions, while another 27 percent of their time is spent on other operational functions. Tasks which are representative of the job performed by these personnel include:

- inspect strafe beds
- operate acoustiscore
- clear ground users on and off range complex
- test range radios, emergency lights, and  
crash phones
- score ordnance impact
- raise strafe targets

The majority of these personnel are in their first enlistment, averaging only 20 months in the career ladder. They are primarily 3- and 5-skill level personnel with an average paygrade of E-3. The job performed by these respondents is comprised of approximately 45 tasks.

Two component jobs were identified within this cluster. Range Operations Specialists form the core job of the cluster. Along with the tasks identified above, these personnel are working on the range itself, constructing and painting targets and putting out fires.

The second job identified is comprised of a small group of personnel located at Avon Park weapons range. Although these personnel are located at the weapons range, they are spending more time on general operations functions, such as interpreting weather sequences on telautowriters and operating base operations or airfield management radios. Write-in comments also indicated these personnel act as liaison between the television ordnance scoring system (TOSS) and the Range Control Officer (RCO) and pilots.

VII. NOTAM EDITORS (GRP198). Located at the Air Force Central NOTAM Facility (AFCNF) at Carswell AFB, these nine personnel serve a very distinct function within the Airfield Management specialty. They are primarily 5-skill level personnel who are spending 57 percent of their job time maintaining flight publications and Notices to Airmen. The job of the NOTAM Editor includes such tasks as:

- format NOTAM
- log NOTAM into NOTAM facility
- maintain theater NOTAM summaries
- operate Dataspeed 40 equipment
- exercise quality control NOTAM facility products

The job performed by these personnel is quite narrow, with the average incumbent performing only 22 different tasks. Personnel performing this job are predominantly E-5s with approximately 77 months in the career ladder.

#### Comparison of Specialty Jobs

In comparing the jobs identified in the specialty jobs analysis, we find that, while one job comprises over three-quarters of the personnel in the specialty, the remaining two clusters and four independent job types together comprise less than 16 percent. In looking at the tasks performed in each of these jobs, we find a set of core tasks which are performed by the vast majority of career ladder incumbents. Examples of these core tasks include:

- operate base operations or airfield management radios
- arrange runway, taxiway, or ramp sweeping
- notify appropriate agencies of aircraft arrival or departure times

operate secondary crash phone nets  
notify appropriate agencies of VIP arrivals

While the majority of personnel in the career ladder are working in base operations as dispatchers, the smaller jobs identified were characterized by the more specialized functions served by the Airfield Management specialty. Such functional areas as weapons range operations, the monitoring of COMSEC materials, and the Airlift Control Element function, found respondents spending more concentrated amounts of time in these areas but also working on many of the same dispatching and operations functions found in the general dispatching job.

#### Comparison to Previous Survey Job Structure

The previous survey of the Airfield Management specialty was published in 1979 as a combined study, along with the Operations System Management and Command and Control career ladders. Because this was a combined study, the jobs identified cannot be directly compared with those found in the current survey. Specific data, however, do show that 63 percent of those AFSC 271X1 personnel surveyed in 1979 identified their job as dispatching. When compared with the 78 percent found dispatching in the current survey, we find that dispatching has remained the predominant job of Airfield Management personnel. Likewise, similar percentages of personnel were identified as supervisory and management personnel in both surveys. The remaining unique jobs identified in the current survey were not identified in the previous survey. It is possible, however, these personnel comprised such a small percentage of the former study they could not be identified. It is, therefore, unreasonable to conclude that there have been substantial changes in the career ladder structure over the past 8 years.

#### Conclusion

A comprehensive analysis of the jobs performed by AFSC 271X1 personnel identified three clusters and four independent job types. With 78 percent of surveyed personnel performing a very similar job identified as dispatching and another 10 percent working in supervision and management, only 12 percent of survey respondents are performing unique jobs. This specialty job structure indicates a fairly homogeneous career ladder, with few unique functions being performed within the various assignments.

#### ANALYSIS OF DAFSC GROUPS

Along with the analysis of the career ladder structure, an examination of skill level progression gives further insight into the Airfield Management career ladder. The DAFSC analysis identifies variations in both tasks and jobs performed as one progresses from the 3-skill level up through the 9-skill

level. This information is extremely useful not only in giving new members of the career ladder a picture of what to expect as they progress within the Airfield Management career ladder, but also in evaluating the adequacy and relevance of the AFR 39-1 Specialty Descriptions in depicting the tasks and jobs actually being performed within the specialty.

### Skill Level Descriptions

At the 3- and 5-skill levels, the jobs being performed were so similar that these two skill level groups were combined for purposes of analysis. From the job description for these personnel (see Table 7), it is obvious they are spending a good deal of time performing the technical tasks of dispatching and operations, which generally are performed at the base operations. When we look at Table 5, which compares the percent time spent on duties by the various skill level personnel, we see that the 3- and 5-skill level personnel are spending over twice the amount of time in these more technical functions than any other skill level group. Conversely, these more junior personnel are spending only a fraction of the amount of time on supervisory, training, and administrative tasks, when compared with the higher skill level personnel. From these data, it is not surprising that 87 percent of the 3- and 5-skill level personnel surveyed are included in the job identified as Dispatching Personnel (see Table 6).

When an individual progresses to the 7-skill level, the amount of time spent on technical tasks drops substantially, while the amount of time spent on supervisory and administrative functions more than triples. Table 5 shows that 7-skill level personnel are spending 45 percent of their work time on supervisory and administrative functions, as compared with 13 percent of work time at the 3- and 5-skill levels. This point is further reflected in Table 6, which shows that, while only 1 percent of the 3- and 5-skill level personnel were identified as Management Personnel, 26 percent of the 7-skill level personnel fell into this job. The job description for 7-skill level personnel, as reflected in Table 8, indicates these respondents generally are performing some technical tasks along with their supervisory and managerial responsibilities.

At the 9-skill level, the job of the Airfield Management respondent becomes almost purely managerial in nature. As indicated in Table 5, these personnel are spending 61 percent of their work time on supervisory and administrative responsibilities. Fifty-seven percent of these personnel were identified as Management Personnel (see Table 6), while 30 percent were found working with Dispatching Personnel in a supervisory capacity. Even at this skill level, however, personnel are still spending 14 percent of their time performing operations functions and another 18 percent of their time performing airfield management general and dispatching functions. Table 9 gives a description of some of the specific tasks performed at this skill level.

Overall, the results of this DAFSC analysis reflect a fairly typical career ladder progression, with career ladder incumbents assuming more supervisory and managerial responsibilities and fewer technical responsibilities as

TABLE 5  
RELATIVE PERCENT TIME SPENT ON DUTIES BY 271X1 DAFSC GROUPS

<u>DUTY</u>	<u>27131/51 (N=739)</u>	<u>27171 (N=203)</u>	<u>27191 (N=30)</u>
A ORGANIZING AND PLANNING	2	9	14
B DIRECTING AND IMPLEMENTING	3	11	16
C INSPECTING AND EVALUATING	2	8	13
D TRAINING	2	6	7
E PERFORMING GENERAL ADMINISTRATIVE FUNCTIONS	4	11	11
F PERFORMING OPERATIONS FUNCTIONS	32	21	14
G PERFORMING REPORTING FUNCTIONS	2	1	1
H PERFORMING AIRFIELD MANAGEMENT GENERAL FUNCTIONS	11	9	11
I PERFORMING DISPATCHING FUNCTIONS	27	12	7
J PERFORMING FLIGHT SCHEDULING FUNCTIONS	2	1	1
K MAINTAINING FLIGHT PUBLICATIONS AND NOTICES TO AIRMEN (NOTAM)	9	6	3
L PERFORMING RANGE OPERATIONS FUNCTIONS	3	2	2
M PERFORMING AIRLIFT CONTROL ELEMENT	2	2	*

\* Less than .5 percent

TABLE 6

DISTRIBUTION OF DAFSC GROUP MEMBERS ACROSS CAREER LADDER  
CLUSTERS AND INDEPENDENT JOB TYPES  
(PERCENT MEMBERS RESPONDING)

<u>JOB GROUP</u>	<u>27131/51 (N=739)</u>	<u>27171 (N=203)</u>	<u>27191 (N=30)</u>
I. Dispatching Personnel (N=760)	87	55	30
II. Weapons Range NCOICs (N=9)	1	1	0
III. COMSEC Materials Monitors (N=6)	1	2	0
IV. ALCE Personnel (N=14)	1	4	0
V. Management Personnel (N=74)	1	26	57
VI. Weapons Range Personnel (N=22)	3	1	0
VII. NOTAM Editors (N=9)	1	1	0
PERCENT NOT GROUPED (N=78)	5	10	13
TOTAL	100	100	100

TABLE 7  
REPRESENTATIVE TASKS PERFORMED BY DAFSC 66130/50 PERSONNEL  
(N=739)

TASKS	PERCENT PERFORMING
F258 OPERATE BASE OPERATIONS OR AIRFIELD MANAGEMENT RADIO	86
F261 OPERATE SECONDARY CRASH PHONE NETS	85
F196 CONDUCT SHIFT CHANGE BRIEFINGS	85
I423 MAINTAIN HOURLY NOTICE TO AIRMAN (NOTAM) UPDATES	84
F252 NOTIFY APPROPRIATE AGENCIES OF AIRCRAFT ARRIVAL OR DEPARTURE TIMES	84
I430 NOTIFY APPROPRIATE AGENCIES OF VIP ARRIVALS	84
F187 ARRANGE RUNWAY, TAXIWAY, OR RAMP SWEEPING	83
H376 UPDATE INBOUND, OUTBOUND, OR LOCAL FLIGHT LOGS	83
K499 POST NOTAM	83
I450 PROCESS FLIGHT PLANS	82
I466 TRANSMIT INFORMATION OVER SECONDARY CRASH NET	82
I425 MAINTAIN STATUS OF INBOUND AND OUTBOUND AIRCRAFT	79
I385 COORDINATE FLIGHT PLANS WITH TOWER, TRANSIENT ALERT, OR JOB CONTROL	78
F285 RELAY WEATHER WARNINGS AND ADVISORIES	78
I379 COMMUNICATE WITH INBOUND AIRCRAFT USING VOICE OR TELECOMMUNICATION SYSTEMS	77
K502 PREPARE NOTAM	77
I429 NOTIFY AIRFIELD MANAGEMENT OF AIRCRAFT EMERGENCIES	76
K509 TRANSMIT NOTAM	76
F195 CHECK ACCURACY OF MASTER CLOCKS USING AUTOVON NUMBERS	76
F268 PERFORM RADIO OR TELEPHONE COMMUNICATION CHECKS	75
F249 MONITOR SECONDARY CRASH PHONE NETS	75
F190 ARRANGE TRANSPORTATION FOR DISTINGUISHED VISITORS (DV), AIRCREW, OR PASSENGERS	74
F212 DRIVE GOVERNMENT MOTOR VEHICLES	74
F180 ACCOMPLISH QUICK REACTION CHECKLIST ITEMS	74
F211 DISSEMINATE RUNWAY CONDITION INFORMATION	73
I391 DISSEMINATE CRASH INFORMATION	73
I381 CONDUCT PRELIMINARY COMMUNICATIONS SEARCH FOR OVERDUE AIRCRAFT	71
H375 UPDATE AIRFIELD STATUS BOARDS	71
K489 ISSUE NOTAM	70

TABLE 8  
REPRESENTATIVE TASKS PERFORMED BY DAFSC 27171 PERSONNEL  
(N=203)

TASKS	PERCENT MEMBERS PERFORMING
F212 DRIVE GOVERNMENT MOTOR VEHICLES	80
B44 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED MATTERS	80
B57 ORIENT NEWLY ASSIGED PERSONNEL	76
C91 PREPARE APR	75
A6 DETERMINE WORK PRIORITIES	72
B62 SUPERVISE AIRFIELD MANAGEMENT SPECIALISTS (AFSC 27151)	69
C74 EVALUATE PERFORMANCE OF AIRMEN	69
B48 DRAFT CORRESPONDENCE OR REPORTS	68
B56 NOMINATE PERSONNEL FOR AWARDS	67
F180 ACCOMPLISH QUICK REACTION CHECKLIST ITEMS	65
B58 PARTICIPATE IN CONFERENCES OR POLICY MEETINGS	64
F187 ARRANGE RUNWAY, TAXIWAY, OR RAMP SWEEPING	63
D106 COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS	63
B46 DIRECT COMPLIANCE WITH OPERATIONAL DIRECTIVES	62
E142 ISSUE CHARTS, MAPS, OR OTHER PUBLICATIONS TO AIRCREWS, EXCLUDING TECHNICAL ORDERS OR TRAINING MANUALS	62
H343 INSPECT RUNWAYS FOR FOREIGN OBJECTS	62
F258 OPERATE BASE OPERATIONS OR AIRFIELD MANAGEMENT RADIOS	61
A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	61
F199 COORDINATE AIRCRAFT PARKING WITH APPROPRIATE AGENCIES	60
A40 SCHEDULE LEAVES OR PASSES	59
A41 SCHEDULE PERSONNEL FOR ADEQUACY OF MANNING DURING HEAVY ACTIVITY OR EXERCISE PERIODS	59
A18 ESTABLISH WORK OR DUTY SCHEDULES	58
F252 NOTIFY APPROPRIATE AGENCIES OF AIRCRAFT ARRIVAL OR DEPARTURE TIMES	58
E143 LOCATE PUBLICATIONS USING APPLICABLE INDEXES	58
F234 INTERPRET AERONAUTICAL CHARTS OR FLIGHT INFORMATION PUBLICATION CATALOGUES	58
B54 INITIATE REQUESTS FOR SUPPLIES OR EQUIPMENT	57
B52 IMPLEMENT TRAINING PROGRAMS	57
F190 ARRANGE TRANSPORTATION FOR DISTINGUISHED VISITORS (DV), AIRCREW, OR PASSENGERS	57

TABLE 9  
REPRESENTATIVE TASKS PERFORMED BY DAFSC 27191 PERSONNEL  
(N=30)

TASKS	PERCENT MEMBERS PERFORMING
B48 DRAFT CORRESPONDENCE OR REPORTS	90
C74 EVALUATE PERFORMANCE OF AIRMEN	83
C85 INDORSE AIRMAN PERFORMANCE REPORTS (APR)	83
B56 NOMINATE PERSONNEL FOR AWARDS	83
E135 DRAFT UNCLASSIFIED MESSAGES	80
B44 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED MATTERS	80
C91 PREPARE APR	80
B47 DRAFT CHANGES TO MANUALS OR PUBLICATIONS	77
B63 SUPERVISE AIRFIELD MANAGEMENT SUPERVISORS (AFSC 27171)	77
A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	77
C94 PREPARE RECOMMENDATIONS FOR AWARDS AND DECORATIONSS	77
B43 ASSIGN PERSONNEL TO DUTY POSITIONS	77
B57 ORIENT NEWLY ASSIGNED PERSONNEL	77
B49 EDIT REPORTS	73
B58 PARTICIPATE IN CONFERENCES OR POLICY MEETINGS	73
F212 DRIVE GOVERNMENT MOTOR VEHICLES	73
C70 CONDUCT INSPECTIONS OR SPOT CHECKS OF AIRFIELD MANAGEMENT	73
H343 INSPECT RUNWAYS FOR FOREIGN OBJECTS	73
B46 DIRECT COMPLIANCE WITH OPERATIONAL DIRECTIVES	73
A6 DETERMINE WORK PRIORITIES	73
C69 ANALYZE INSPECTION OR OPERATIONS REPORTS	73
H339 ESCORT CIVIL ENGINEERING (CE) PERSONNEL ON INSPECTION OF STRUCTURAL CONDITION OF RUNWAYS, TAXIWAYS, OR RAMPS	70
F187 ARRANGE RUNWAY, TAXIWAY, OR RAMP SWEEPING	70
C82 EVALUATE TIMELINESS AND ACCURACY OF BASE OPERATIONS OR AIRFIELD MANAGEMENT FUNCTIONS	67
H327 COORDINATE FLIGHTLINE AND AIRFIELD AUTHORIZATIONS OF CONTRACTOR AND PERSONAL VEHICLES	67
A17 ESTABLISH STANDING OPERATING PROCEDURES (SOP) FILES FOR BASE OPERATIONS OR AIRFIELD MANAGEMENT	67
A19 ESTIMATE BUDGET REQUIREMENTS	67

they progress through the various skill levels. Despite this transition, however, very few Airfield Management personnel ever get totally away from the technical aspects of the specialty. The majority of senior-level respondents indicated they perform some technical tasks at least periodically, if not frequently.

#### AFR 39-1 SPECIALTY DESCRIPTIONS

AFR 39-1 Specialty Descriptions are intended to give a very broad description of the responsibilities held by the various skill levels within a career ladder. Survey data were compared to the AFR 39-1 Specialty Descriptions for Airfield Management Specialist, Supervisor, and Superintendent (27131/51, 27171, and 27191), all dated April 1984.

When compared with survey data, the specialty description for the Airfield Management Specialist accurately reflects the majority of duties currently being performed by respondents at these skill levels. Survey results indicate, however, that 3- and 5-skill level personnel are also performing a weapons range operations function, an ALCE function, and a passenger processing function, none of which are identified in the specialty description. Examples of such tasks being performed by these respondents include:

- test range radios, emergency lights, and crash phones
- inspect strafe beds
- clear ground users on and off range complex
- coordinate aircraft movement with MAC center
- monitor arrival and parking of aircraft under ALCE operational control
- coordinate aircraft movement with the unit command post
- arrange for customs inspections
- prepare passenger manifests
- verify eligibility of passengers to fly military air

Examination of the specialty description for Airfield Management Supervisors showed that, while it is comprehensive in depicting the full range of supervisory functions performed, it lacks a complete description of the technical tasks performed at this level. Substantial percentages of 7-skill level personnel were found performing such technical tasks as:

- issue charts, maps, or other publications to aircrews
- arrange transportation for distinguished visitors, aircrew, or passengers
- distribute current FLIP
- maintain status of inbound and outbound aircraft
- maintain publications in-flight planning rooms

These specialty descriptions should be revised to reflect the full range of functions performed by the respective skill level personnel.

A thorough examination of the specialty description for the Airfield Management Superintendent found this document accurately reflects the complete realm of 9-skill level responsibilities.

## TRAINING ANALYSIS

Occupational survey data provide one of the several resources used by training management personnel to develop and review training programs relevant to personnel in their first assignments in a career ladder. Since one of the primary purposes for this survey was to assess the possibility of a formal training program, special attention should be paid to this particular analysis. The primary factor used in developing training programs is the percent of first-job (1-24 months TICF) and first-enlistment (1-48 months TAFMS) personnel performing the various tasks. Other considerations in training decisions include the task difficulty and training emphasis ratings, mission criticality of the tasks, and the availability of training equipment and instructors.

This training analysis examines the job performed by first-term personnel, the Specialty Training Standard (STS) for the 271X1 career ladder, and the practicality of a formal technical school. Training Development Personnel from Lowry Technical Training Center, Lowry AFB CO, matched tasks from the job inventory to corresponding sections of the STS. Occupational survey data on the matched tasks were then used to examine the various items in this training document.

### Training Emphasis and Task Difficulty Data

As previously mentioned in the Task Factor Administration section of this report, training emphasis (TE) and task difficulty (TD) data provide information on first-term training needs, as perceived by experienced technicians in the field. This information, along with the percent members performing data, can then aid training managers in determining if revisions to the STS are required or if formal training is actually warranted.

Because the TE and TD ratings are the composite opinion of experienced career ladder personnel on training for first-enlistment personnel, these data can guide training developers in where to place emphasis in entry-level training. Tasks receiving high task factor ratings on both factors, as well as moderate to high percent members performing, may warrant formal resident training. Those tasks assigned high task factor ratings but low percentages of personnel performing may be more appropriately planned for OJT programs. Low TE and TD ratings may indicate tasks best left out of formalized training

for entry-level personnel; however, such a decision must also consider the percentages of personnel performing the specific task, task criticality, command concerns, or safety programs.

#### First-Enlistment Personnel

Within the Airfield Management Specialty, 514 personnel were in their first enlistment (1-48 months TAFMS). These personnel comprise 53 percent of the survey sample, and as indicated in Figure 2, are primarily distributed in only two of the seven specialty jobs identified--Dispatching Personnel and Weapons Range Personnel. They perform an average of 117 tasks and have an average of only 17 months in the specialty.

Table 10 lists those tasks performed by the greatest percentages of first-term personnel. Here we find large percentages of personnel are spending over 50 percent of their total job time performing a core of approximately 60 tasks. The majority of these tasks fall into the areas of operations and dispatching functions. Such high percentages of personnel performing the same tasks indicate the majority of first-term personnel perform a very similar job.

#### Specialty Training Standard

A comprehensive review of the November 1983 STS 271X1 compared STS elements with occupational survey data. STS elements containing general information, supervisory responsibilities or subject-matter-knowledge requirements were not addressed. The remaining elements were examined in terms of the percent of first-enlistment, 5-, or 7-skill level personnel performing related tasks. This examination found that the majority of technical items on the STS referenced with tasks were well supported in terms of percentages of AFSC 271X1 personnel performing them. Five elements, however, were found to either have no tasks referenced to them or had tasks matched to them with less than 20 percent of the relevant skill level groups performing them.

These elements include:

- 8A(9). DEVELOPMENT OF PROCEDURES FOR CONTROL OF  
LOCAL VFR TRAFFIC
- 8A(10). REPORTING THE QUALITY OF AIR TRAFFIC CONTROL  
SERVICES
- 8A(11). MAINTAINING EMERGENCY SECTION OF AIRCRAFT  
FLIGHT MANUALS OR REFERENCE FILE
- 8A(15). INSURING ADEQUATE MANNING OF DISPATCH SECTION  
QUALIFIED PERSONNEL

# 271X1 DISTRIBUTION OF FIRST TERM PERSONNEL

(N=514)

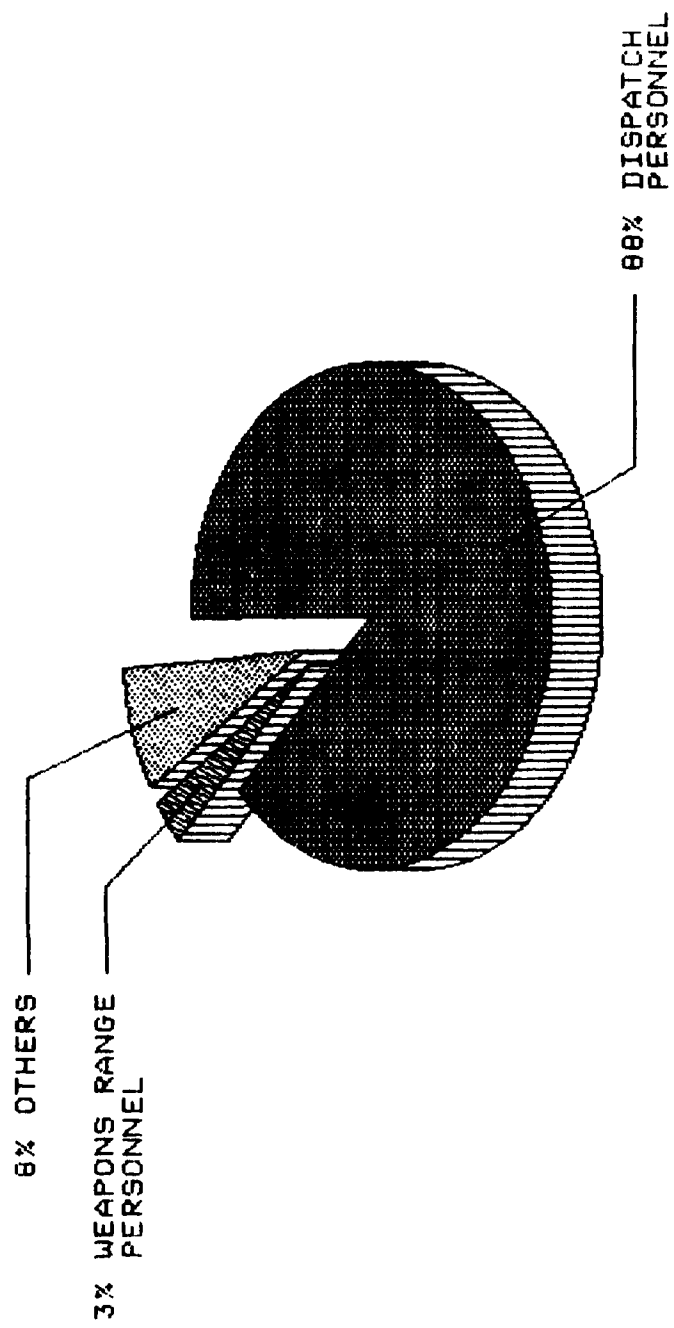


Fig. 2

TABLE 10

REPRESENTATIVE TASKS PERFORMED BY FIRST-TERM  
(1-48 MONTHS) TAFMS PERSONNEL (N=514)

TASKS	FIRST TERM PERSONNEL PERFORMING
F258 OPERATE BASE OPERATIONS OR AIRFIELD MANAGEMENT RADIOS	89
F261 OPERATE SECONDARY CRASH PHONE NETS	88
I423 MAINTAIN HOURLY NOTICE TO AIRMAN (NOTAM) UPDATES	87
I430 NOTIFY APPROPRIATE AGENCIES OF VIP ARRIVALS	86
K499 POST NOTAM	86
F252 NOTIFY APPROPRIATE AGENCIES OF AIRCRAFT ARRIVAL OR DEPARTURE TIMES	85
F196 CONDUCT SHIFT CHANGE BRIEFINGS	85
H376 UPDATE INBOUND, OUTBOUND, OR LOCAL FLIGHT LOGS	84
I450 PROCESS FLIGHT PLANS	84
F187 ARRANGE RUNWAY, TAXIWAY, OR RAMP SWEEPING	84
I466 TRANSMIT INFORMATION OVER SECONDARY CRASH NET	83
I425 MAINTAIN STATUS OF INBOUND AND OUTBOUND AIRCRAFT	82
I385 COORDINATE FLIGHT PLANS WITH TOWER, TRANSIENT ALERT, OR JOB CONTROL	80
F285 RELAY WEATHER WARNINGS AND ADVISORIES	80
I379 COMMUNICATE WITH INBOUND AIRCRAFT USING VOICE TELECOMMUNICATION SYSTEMS	79
F195 CHECK ACCURACY OF MASTER CLOCKS USING AUTOVON NUMBERS	78
K502 PREPARE NOTAM	78
K509 TRANSMIT NOTAM	77
F268 PERFORM RADIO OR TELEPHONE COMMUNICATION CHECKS	77
I429 NOTIFY AIRFIELD MANAGEMENT OF AIRCRAFT EMERGENCIES	77
F249 MONITOR SECONDARY CRASH PHONE NETS	76
F190 ARRANGE TRANSPORTATION FOR DISTINGUISHED VISITORS (DV), AIRCREW, OR PASSENGERS	75
F211 DISSEMINATE RUNWAY CONDITION INFORMATION	74
I391 DISSEMINATE CRASH INFORMATION	73
I381 CONDUCT PRELIMINARY COMMUNICATIONS SEARCH FOR OVERDUE AIRCRAFT	72
F180 ACCOMPLISH QUICK REACTION CHECKLIST ITEMS	72
H370 REVIEW DD FORMS 175 (MILITARY FLIGHT PLAN)	72
F212 DRIVE GOVERNMENT MOTOR VEHICLES	72

## 8A(16). COORDINATION IN THE DEVELOPMENT OF THE BASE MASTER PLAN

These elements should be examined by career ladder managers to determine the appropriateness of their inclusion in the STS. It is possible these elements remained unmatched because corresponding tasks were either unclear or omitted from the job inventory altogether. If this is the case, it is requested that subject-matter experts draft the necessary task statements and mail them to USAFOMC/OMYV for inclusion in the next job inventory for the Airfield Management specialty.

Several tasks from the job inventory were not matched to the STS. Many unreferenced tasks referred to additional duty functions, such as maintaining the base operations VIP lounge, or other general functions, such as maintaining vehicles assigned to base operations. Several other unreferenced tasks, however, dealt with the more technical Airfield Management specific functions. These tasks fall primarily in the area of operations and dispatching functions. Examples of these tasks are listed in Table 11. Generally, such tasks not referenced should be covered by some existing element or a new item should be added to the STS.

### Training Considerations

As mentioned in the INTRODUCTION to this report, career ladder management personnel have expressed an interest in establishing a formal 3ABR course for personnel entering the Airfield Management specialty. In reviewing the jobs being performed by first-term personnel, we find the vast majority are working in the job identified as Dispatching Personnel. Further, in examining the tasks performed by high percentages of these personnel, it becomes obvious that if such a course is created, it should concentrate on the areas of operations and dispatching functions. Examples of specific tasks which may be considered for such a training program are shown in Table 12.

Having identified the most commonly performed tasks, the next question becomes one of trainability. An examination of those tasks with high percentages of first-term personnel performing them shows that 70 percent of these tasks have been rated below average in task difficulty. An examination of the specific types of tasks identified further reveals that many of these tasks may be best taught on the job.

In summary, while there are a substantial number of tasks being performed by large percentages of first-term personnel, the nature of these tasks is such that formal 3ABR training may not be appropriate. In making any final decisions about such a program, career ladder management personnel should consider resource availability and task criticality along with survey data.

TABLE 11

EXAMPLES OF TASKS NOT REFERENCED TO STS  
(OVER 20 PERCENT MEMBERS PERFORMING)

TASKS	1ST TERM (1-48 MOS) (N=514)	DAFSC 27171 (N=203)	TNG EMP*	TASK DIFF**
F280 PROCESS PRIOR PERMISSION REQUIRED (PPR) APPROVALS OR DISAPPROVALS	67	54	4.73	4.44
F253 NOTIFY APPROPRIATE AGENCIES REGARDING CHANGES IN LOCAL FLYING SCHEDULE	60	37	3.21	3.51
H327 COORDINATE FLIGHTLINE AND AIRFIELD AUTHORIZATIONS OF CONTRACTOR AND PERSONAL VEHICLES	48	50	3.51	5.00
F200 COORDINATE AIRFIELD OPERATIONS WITH OTHER MILITARY AND CIVILIAN AGENCIES	39	45	4.03	4.52
F189 ARRANGE SECURITY OF AIRCRAFT WITH OTHER MILITARY OR CIVILIAN AGENCIES	39	44	4.91	3.99
I415 ISSUE FLIGHTLINE VISITOR, CAMERA, AND VEHICLE PASSES	37	41	2.94	4.19
E155 POST CHANGES TO CLASSIFIED PUBLICATIONS	34	40	3.76	4.44
I437 PERFORM FLIGHT SERVICE STATION (FSS) FUNCTIONS	33	21	5.00	6.06

\* Mean TE=2.19 SD=1.94

\*\* Mean TD=5.00 SD=1.00

TABLE 12

EXAMPLES OF TASKS TO BE CONSIDERED FOR FORMAL TRAINING  
BASED ON HIGH PERCENT PERFORMING

TASKS	FIRST TERM PERSONNEL PERFORMING	TRNG EMP*	TASK DIFF**
F196 CONDUCT SHIFT CHANGE BRIEFINGS	85	5.00	3.13
F187 ARRANGE RUNWAY, TAXIWAY, OR RAMP SWEEPING	84	6.00	3.59
H376 UPDATE INBOUND, OUTBOUND, OR LOCAL FLIGHT LOGS	84	6.18	4.02
I450 PROCESS FLIGHT PLANS	84	7.12	5.26
F285 RELAY WEATHER WARNINGS AND ADVISORIES	80	5.64	3.82
F268 PERFORM RADIO OR COMMUNICATION CHECKS	77	4.45	3.29
F211 DISSEMINATE RUNWAY CONDITION INFORMATION	74	5.88	3.62
I391 DISSEMINATE CRASH INFORMATION	73	7.64	5.13
F180 ACCOMPLISH QUICK REACTION CHECKLIST ITEMS	72	6.79	4.35
H370 REVIEW DD FORMS 175 (MILITARY FLIGHT PLAN)	72	6.73	5.00
I381 CONDUCT PRELIMINARY COMMUNICATIONS SEARCH FOR OVERDUE AIRCRAFT	72	6.61	4.90
F265 PARTICIPATE IN COMMUNICATIONS SEARCH FOR OVERDUE AIRCRAFT	71	6.09	5.07
I403 FORMAT AND TRANSMIT IFR FLIGHT PLAN AMENDMENT MESSAGES	70	6.33	5.16
I455 RELAY NOTAM VIA TELEPHONE	65	5.09	4.08
G312 REPORT AIRCRAFT ARRIVAL OR DEPARTURE TIMES	63	3.54	3.68
H371 REVIEW ICAO FORMS 1801 FOR ACCURACY	62	6.85	5.47
F185 ARRANGE FOR CUSTOMS INSPECTIONS	59	5.30	3.81
F263 OPERATE TELETYPE EQUIPMENT	59	6.61	5.64
H323 COORDINATE AIRFIELD LIGHTING REPAIR WITH CIVIL ENGINEERING	58	4.85	4.32
I384 COORDINATE AND TRANSMIT AIRCRAFT CLEARANCE INFORMATION VIA TELETYPE	55	6.03	5.09
J471 POST INTERIM CHANGE NOTICES (ICN) TO FOREIGN CLEARANCE GUIDES	53	5.03	4.42

\* Mean TE=2.19 SD=1.94

\*\* Mean TD=5.00 SD=1.00

## JOB SATISFACTION ANALYSIS

By examining general job attitudes of airmen within a given career field, managers may gain a better understanding of factors affecting job performance. Several inventory questions relating to job satisfaction ask about such things as job interest, utilization of training and talents, and plans for reenlistment.

Table 13 lists job satisfaction data gathered for personnel within each of the specialty jobs identified. While these data indicate the vast majority of survey respondents find their jobs interesting and are very content with how well their talents and training are being utilized, the specific type of job being performed is indeed a factor in such satisfaction. For example, the 14 personnel identified as ALCE Personnel are, without exception, very content by all measures of job satisfaction. At the other end of the scale, we find that in the small group identified as Weapons Range Personnel, only 44 percent of these respondents find job interest and talent utilization satisfactory. Write-in comments at the back of the survey booklets indicated that many respondents working at weapons ranges are unhappy about working in a job that is "outside of the specialty" as it inhibits their chances for advancement in the career ladder. Other potential problem areas are indicated where only 50 percent of COMSEC Materials Monitors and only 46 percent of Weapons Range NCOICs feel their training is being well utilized.

A comparison of job satisfaction indicators with those found in a comparative sample of related specialties is useful in determining the relative level of satisfaction. These data, as reflected in Table 14, indicate that job satisfaction of Airfield Management personnel is notably better than that of related specialties. Perhaps the most striking example of this difference is where 63 percent of second-term personnel in the comparative sample are satisfied with how well their training is being utilized, 85 percent of second-term 271X1 personnel are satisfied.

By comparing job satisfaction indicators in the previous survey to those in the current survey, management personnel can get an idea of trends occurring over time. Table 15 compares job satisfaction indicators for the various experience level groups in the 1979 survey with those found in the current survey. These data indicate that, while overall job satisfaction has been relatively stable, there have been some notable improvements. For example, the percent of personnel who are satisfied with how well their talents are being utilized has increased from 60 to 73 percent. Likewise, overall levels of satisfaction with training utilization have improved quite dramatically for all experience groups.

The overall picture of job satisfaction for Airfield Management personnel is very good. There are, however, some job-related issues causing dissatisfaction for Weapons Range Personnel and NCOICs, as well as for COMSEC Materials Monitors. Career management personnel may want to investigate these issues to determine if something can be done to bring job satisfaction levels for these personnel in line with that of the majority of Airfield Management personnel.

TABLE 13

COMPARISON OF JOB SATISFACTION INDICATORS  
ACROSS MAJOR JOB GROUPS  
(PERCENT MEMBERS RESPONDING)\*

	DISPATCH PERS (GRP059)	RANGE NCOICS (GRP145)	WEAPONS MATERIALS PERS (GRP146)	COMSEC ALCE PERS (GRP213)	MGMNT PERS (GRP028)	RANGE PERS (GRP037)	WEAPONS NOTAM EDITORS (GRP198)
<u>EXPRESSED JOB INTEREST:</u>							
INTERESTING	72	44	67	100	77	64	67
SO-SO	16	44	33	0	12	18	0
DULL	12	11	0	0	11	18	22
<u>PERCEIVED UTILIZATION OF TALENTS:</u>							
FAIRLY WELL TO PERFECTLY	74	44	83	100	80	64	67
LITTLE OR NOT AT ALL	26	56	17	0	19	36	22
<u>PERCEIVED UTILIZATION OF TRAINING:</u>							
FAIRLY WELL TO PERFECTLY	89	67	50	100	68	46	78
LITTLE OR NOT AT ALL	11	33	50	0	32	55	11
<u>REENLISTMENT INTENTIONS:</u>							
YES OR PROBABLY YES	65	78	83	79	58	73	89
NO OR PROBABLY NO	29	22	17	14	20	27	0
WILL PROBABLY RETIRE	5	0	0	7	22	0	0

\* Columns may not add to 100 due to nonresponse or rounding

TABLE 14

COMPARISON OF TAFMS GROUP JOB SATISFACTION INDICATORS  
WITH A COMPARATIVE SAMPLE SURVEYED IN 1986  
(PERCENT MEMBERS RESPONDING)\*

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	COMP 271X1 (N=514)	SAMPLE** (N=1021)	COMP 271X1 (N=160)	SAMPLE** (N=724)	COMP 271X1 (N=297)	SAMPLE** (N=1880)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	71	64	64	57	73	64
SO-SO	17	21	21	20	14	17
DULL	12	15	13	22	12	18
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	73	55	73	60	73	68
LITTLE OR NOT AT ALL	27	45	25	39	26	32
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	89	70	85	63	74	65
LITTLE OR NOT AT ALL	11	29	14	36	25	35
<u>REENLISTMENT INTENTIONS:</u>						
YES OR PROBABLY YES	62	58	73	65	66	70
NO OR PROBABLY NO	37	40	26	33	13	10
WILL PROBABLY RETIRE	0	0	0	0	20	18

\* Columns may not add to 100 due to nonresponse or rounding

\*\* Comparative sample comprised of 3,635 personnel from AFSs 271X2, 276X0, and 277X0

TABLE 15

COMPARISON OF JOB SATISFACTION DATA FOR VARIOUS  
271X1 TAFMS GROUPS IN THE 1979 and 1987 SURVEY  
(PERCENT MEMBERS RESPONDING)\*

	<u>1-48 MOS TAFMS</u>		<u>49-96 MOS TAFMS</u>		<u>97+ MOS TAFMS</u>	
	<u>1979</u>	<u>1987</u>	<u>1979</u>	<u>1987</u>	<u>1979</u>	<u>1987</u>
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	67	71	63	64	68	73
SO-SO	16	17	20	21	13	14
DULL	14	12	15	13	14	12
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL/PERFECTLY	60	73	71	73	73	73
VERY LITTLE/NOT AT ALL	39	27	28	25	25	26
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL/PERFECTLY	72	89	67	85	68	74
VERY LITTLE/NOT AT ALL	24	11	33	14	30	25
<u>REENLISTMENT INTENTIONS:</u>						
YES, OR PROBABLY YES	46	62	71	73	77	66
NO, OR PROBABLY NO, OR WILL RETIRE	53	37	27	26	21	33

\* Columns may not add to 100 due to nonresponse or rounding

## IMPLICATIONS

This survey was conducted to evaluate current training documents, to examine the practicality of a formal technical school, and to provide data to assist in the development of a Training Development Plan.

An examination of the STS found this document generally is very well supported by survey data. A few elements, however, were found unsupported due to low percentages of personnel performing tasks matched to them. Likewise, several tasks were identified as having high percentages of personnel performing them, but were unreferenced to this training document. Both unsupported STS elements and unreferenced tasks require review by training management personnel.

In consideration of the practicality of a formal training school, it was found that, while a substantial number of tasks are being performed by large percentages of first-term personnel, low task difficulty ratings could make the cost-effective utility of a 3ABR course questionable. Data provided in the Training Extract, published in conjunction with this report, along with resource availability and task criticality, should be considered in making training decisions.

A review of job satisfaction data shows that, while job satisfaction varies among the different jobs being performed within the specialty, overall satisfaction indicators compare quite favorably with those found in a comparative sample. Job satisfaction indicators have also shown considerable improvement since the last survey in 1979, particularly in the area of perceived utilization of training.

In conclusion, the Airfield Management specialty appears to be a fairly stable career ladder, with one primary job being performed by the majority of personnel in the specialty and several considerably different jobs being performed by significantly smaller percentages of personnel. Career ladder management personnel may find the survey data useful in making future career ladder decisions.

APPENDIX A

TABLE A1

GROUP ID NUMBER AND TITLE: DISPATCHING PERSONNEL (GRP059)  
 GROUP SIZE: 760 PERCENT OF SAMPLE: 78%  
 MAJCOM DISTRIBUTION: SAC (26%), TAC (25%), PACAF (12%), USAF (12%)  
 LOCATION: CONUS (75%), OVERSEAS (24%)  
 DAFSC DISTRIBUTION: 27131 (28%), 27151 (56%), 27171 (15%), 27191 (1%)  
 AVERAGE NUMBER OF TASKS PERFORMED: 147  
 AVERAGE GRADE: E-3.7  
 AVERAGE MONTHS IN CAREER FIELD: 48 AVERAGE MONTHS IN SERVICE: 65

GROUP DIFFERENTIATING TASKS	PERCENT MEMBERS PERFORMING
F258 OPERATE BASE OPERATIONS OR AIRFIELD MANAGEMENT RADIOS	95
F261 OPERATE SECONDARY CRASH PHONE NETS	95
F187 ARRANGE RUNWAY, TAXIWAY, OR RAMP SWEEPING	94
I430 NOTIFY APPROPRIATE AGENCIES OF VIP ARRIVALS	93
I423 MAINTAIN HOURLY NOTICE TO AIRMAN (NOTAM) UPDATES	92
I450 PROCESS FLIGHT PLANS	92
I466 TRANSMIT INFORMATION OVER SECONDARY CRASH NET	92
K499 POST NOTAM	91
H376 UPDATE INBOUND, OUTBOUND, OR LOCAL FLIGHT LOGS	90
F252 NOTIFY APPROPRIATE AGENCIES OF AIRCRAFT ARRIVAL OR DEPARTURE TIMES	90
I385 COORDINATE FLIGHT PLANS WITH TOWER, TRANSIENT ALERT, OR JOB CONTROL	88
I425 MAINTAIN STATUS OF INBOUND AND OUTBOUND AIRCRAFT	86
K502 PREPARE NOTAM	86
F196 CONDUCT SHIFT CHANGE BRIEFINGS	86
I429 NOTIFY AIRFIELD MANAGEMENT OF AIRCRAFT EMERGENCIES	84
K509 TRANSMIT NOTAM	84
F211 DISSEMINATE RUNWAY CONDITION INFORMATION	84
I379 COMMUNICATE WITH INBOUND AIRCRAFT USING VOICE OR TELE- COMMUNICATION SYSTEMS	84
F285 RELAY WEATHER WARNINGS AND ADVISORIES	83
F249 MONITOR SECONDARY CRASH PHONE NETS	83
F212 DRIVE GOVERNMENT MOTOR VEHICLES	82
I391 DISSEMINATE CRASH INFORMATION	82
H343 INSPECT RUNWAYS FOR FOREIGN OBJECTS	81
F190 ARRANGE TRANSPORTATION FOR DISTINGUISHED VISITORS (DV), AIRCREW, OR PASSENGERS	81
F195 CHECK ACCURACY OF MASTER CLOCKS USING AUTOVON NUMBERS	81
F180 ACCOMPLISH QUICK REACTION CHECKLIST ITEMS	81
K489 ISSUE NOTAM	80
H375 UPDATE AIRFIELD STATUS BOARDS	79
F268 PERFORM RADIO OR TELEPHONE COMMUNICATION CHECKS	79
F280 PROCESS PRIOR PERMISSION REQUIRED (PPR) APPROVALS OR DISAPPROVALS	78

TABLE A2

GROUP ID NUMBER AND TITLE: DISPATCH SPECIALISTS (GRP139)  
 GROUP SIZE: 491 PERCENT OF CLUSTER: 65%  
 MAJCOM DISTRIBUTION: TAC (25%), SAC (24%), MAC (14%), USAF (12%)  
 LOCATION: CONUS (74%), OVERSEAS (26%)  
 DAFSC DISTRIBUTION: 27131 (30%), 27151 (65%), 27171 (5%)  
 AVERAGE NUMBER OF TASKS PERFORMED: 134  
 AVERAGE GRADE: E-3.3  
 AVERAGE MONTHS IN CAREER FIELD: 32 AVERAGE MONTHS IN SERVICE: 45

GROUP DIFFERENTIATING TASKS	PERCENT MEMBERS PERFORMING
F261 OPERATE SECONDARY CRASH PHONE NETS	100
F258 OPERATE BASE OPERATIONS OR AIRFIELD MANAGEMENT RADIOS	99
I430 NOTIFY APPROPRIATE AGENCIES OF VIP ARRIVALS	97
I450 PROCESS FLIGHT PLANS	97
F187 ARRANGE RUNWAY, TAXIWAY, OR RAMP SWEEPING	96
K499 POST NOTAM	96
I423 MAINTAIN HOURLY NOTICE TO AIRMAN (NOTAM) UPDATES	96
I466 TRANSMIT INFORMATION OVER SECONDARY CRASH NET	96
F252 NOTIFY APPROPRIATE AGENCIES OF AIRCRAFT ARRIVAL OR DEPARTURE TIMES	95
I385 COORDINATE FLIGHT PLANS WITH TOWER, TRANSIENT ALERT, OR JOB CONTROL	93
H376 UPDATE INBOUND, OUTBOUND, OR LOCAL FLIGHT LOGS	93
F196 CONDUCT SHIFT CHANGE BRIEFINGS	92
I429 NOTIFY AIRFIELD MANAGEMENT OF AIRCRAFT EMERGENCIES	92
I425 MAINTAIN STATUS OF INBOUND AND OUTBOUND AIRCRAFT	91
K502 PREPARE NOTAM	91
K509 TRANSMIT NOTAM	90
F285 RELAY WEATHER WARNINGS AND ADVISORIES	89
I391 DISSEMINATE CRASH INFORMATION	89
F211 DISSEMINATE RUNWAY CONDITION INFORMATION	89
F249 MONITOR SECONDARY CRASH PHONE NETS	87
I379 COMMUNICATE WITH INBOUND AIRCRAFT USING VOICE OR TELE- COMMUNICATION SYSTEMS	87
H343 INSPECT RUNWAYS FOR FOREIGN OBJECTS	86
F212 DRIVE GOVERNMENT MOTOR VEHICLES	86
I381 CONDUCT PRELIMINARY COMMUNICATIONS SEARCH FOR OVERDUE AIRCRAFT	85
F195 CHECK ACCURACY OF MASTER CLOCKS USING AUTOVON NUMBERS	85
F268 PERFORM RADIO OR TELEPHONE COMMUNICATION CHECKS	85
F190 ARRANGE TRANSPORTATION FOR DISTINGUISHED VISITORS (DV), AIRCREW, OR PASSENGERS	84
K489 ISSUE NOTAM	84
I394 DISSEMINATE HAZARDOUS CARGO INFORMATION	84
I424 MAINTAIN LOG-IN RECORDS INCLUDING PRIOR PERMISSION RECORDS	83

TABLE A3

GROUP ID NUMBER AND TITLE: CHIEF DISPATCHERS (GRP141)  
 GROUP SIZE: 141 PERCENT OF CLUSTER: 20%  
 MAJCOM DISTRIBUTION: SAC (28%), TAC (21%), USAFE (13%), ATC (11%)  
 LOCATION: CONUS (75%), OVERSEAS (25%)  
 DAFSC DISTRIBUTION: 27131 (7%), 27151 (36%), 27171 (51%), 27191 (6%)  
 AVERAGE NUMBER OF TASKS PERFORMED: 239  
 AVERAGE GRADE: E-5.4  
 AVERAGE MONTHS IN CAREER FIELD: 109 AVERAGE MONTHS IN SERVICE: 142

GROUP DIFFERENTIATING TASKS	PERCENT MEMBERS PERFORMING
F187 ARRANGE RUNWAY, TAXIWAY, OR RAMP SWEEPING	99
F258 OPERATE BASE OPERATIONS OR AIRFIELD MANAGEMENT RADIOS	95
H343 INSPECT RUNWAYS FOR FOREIGN OBJECTS	95
F212 DRIVE GOVERNMENT MOTOR VEHICLES	95
B57 ORIENT NEWLY ASSIGNED PERSONNEL	95
E142 ISSUE CHARTS, MAPS, OR OTHER PUBLICATIONS TO AIRCREWS, EXCLUDING TECHNICAL ORDERS OR TRAINING MANUALS	93
B44 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED MATTERS	92
F180 ACCOMPLISH QUICK REACTION CHECKLIST ITEMS	92
F261 OPERATE SECONDARY CRASH PHONE NETS	92
I466 TRANSMIT INFORMATION OVER SECONDARY CRASH NET	91
D106 COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS	91
F211 DISSEMINATE RUNWAY CONDITION INFORMATION	91
C74 EVALUATE PERFORMANCE OF AIRMEN	90
I385 COORDINATE FLIGHT PLANS WITH TOWER, TRANSIENT ALERT, OR JOB CONTROL	90
I430 NOTIFY APPROPRIATE AGENCIES OF VIP ARRIVALS	90
I439 PLOT CRASH GRID CHARTS	90
B62 SUPERVISE AIRFIELD MANAGEMENT SPECIALISTS (AFSC 27151)	89
H323 COORDINATE AIRFIELD LIGHTING REPAIR WITH CIVIL ENGINEERING	89
I450 PROCESS FLIGHT PLANS	89
I391 DISSEMINATE CRASH INFORMATION	89
K499 POST NOTAM	89
F280 PROCESS PRIOR PERMISSION REQUIRED (PPR) APPROVALS OR DISAPPROVALS	89
I395 DISTRIBUTE CURRENT FLIP	89
C91 PREPARE APR	88
H376 UPDATE INBOUND, OUTBOUND, OR LOCAL FLIGHT LOGS	88
I423 MAINTAIN HOURLY NOTICE TO AIRMAN (NOTAM) UPDATES	88
F252 NOTIFY APPROPRIATE AGENCIES OF AIRCRAFT ARRIVAL OR DEPARTURE TIMES	87
I379 COMMUNICATE WITH INBOUND AIRCRAFT USING VOICE OR TELE- COMMUNICATION SYSTEMS	87
C95 REVIEW COMPLETED AIRFIELD MANAGEMENT FORMS OR RECORDS FOR PROCEDURAL CORRECTNESS	86

TABLE A4

GROUP ID NUMBER AND TITLE: SHIFT SUPERVISORS (GRP135)  
 GROUP SIZE: 6 PERCENT OF CLUSTER: .1%  
 MAJCOM DISTRIBUTION: TAC (33%), ATC (33%), SAC (17%), SPC CMD (17%)  
 LOCATION: CONUS (100%)  
 DAFSC DISTRIBUTION: 27151 (100%)  
 AVERAGE NUMBER OF TASKS PERFORMED: 81  
 AVERAGE GRADE: E-4.2  
 AVERAGE MONTHS IN CAREER FIELD: 53 AVERAGE MONTHS IN SERVICE: 80

GROUP DIFFERENTIATING TASKS	PERCENT MEMBERS PERFORMING
F196 CONDUCT SHIFT CHANGE BRIEFINGS	100
I430 NOTIFY APPROPRIATE AGENCIES OF VIP ARRIVALS	100
K489 ISSUE NOTAM	100
I423 MAINTAIN HOURLY NOTICE TO AIRMAN (NOTAM) UPDATES	100
B62 SUPERVISE AIRFIELD MANAGEMENT SPECIALISTS (AFSC 27151)	100
F187 ARRANGE RUNWAY, TAXIWAY, OR RAMP SWEEPING	100
I405 FORMAT AND TRANSMIT IFR FLIGHT PLAN MESSAGES TO ARTCC	100
I429 NOTIFY AIRFIELD MANAGEMENT OF AIRCRAFT EMERGENCIES	100
H376 UPDATE INBOUND, OUTBOUND, OR LOCAL FLIGHT LOGS	100
I466 TRANSMIT INFORMATION OVER SECONDARY CRASH NET	83
I385 COORDINATE FLIGHT PLANS WITH TOWER, TRANSIENT ALERT, OR JOB CONTROL	83
F252 NOTIFY APPROPRIATE AGENCIES OF AIRCRAFT ARRIVAL OR DEPARTURE TIMES	83
B61 SUPERVISE AIRFIELD MANAGEMENT HELPERS (AFSC 27111)	83
I404 FORMAT AND TRANSMIT IFR FLIGHT PLAN CORRECTION MESSAGES	83
F261 OPERATE SECONDARY CRASH PHONE NETS	83
I450 PROCESS FLIGHT PLANS	83
I403 FORMAT AND TRANSMIT IFR FLIGHT PLAN AMENDMENT MESSAGES	83
B44 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED MATTERS	83
F186 ARRANGE MEALS OR LODGING FOR PASSENGERS	83
B43 ASSIGN PERSONNEL TO DUTY POSITIONS	83
F195 CHECK ACCURACY OF MASTER CLOCKS USING AUTOVON NUMBERS	83
I455 RELAY NOTAM VIA TELEPHONE	83
H370 REVIEW DD FORMS 175 (MILITARY FLIGHT PLAN)	67
F212 DRIVE GOVERNMENT MOTOR VEHICLES	67
B64 SUPERVISE APPRENTICE AIRFIELD MANAGEMENT SPECIALISTS (AFSC 27131)	67
K502 PREPARE NOTAM	67
I379 COMMUNICATE WITH INBOUND AIRCRAFT USING VOICE OR TELECOMMUNICATION SYSTEMS	67
I424 MAINTAIN LOG-IN RECORDS INCLUDING PRIOR PERMISSION RECORDS	67
F199 COORDINATE AIRCRAFT PARKING WITH APPROPRIATE AGENCIES	67
H343 INSPECT RUNWAYS FOR FOREIGN OBJECTS	67

TABLE A5

GROUP ID NUMBER AND TITLE: JUNIOR DISPATCH SPECIALISTS (GRP123)  
 GROUP SIZE: 66 PERCENT OF CLUSTER: 9%  
 MAJCOM DISTRIBUTION: SAC (38%), TAC (26%), ATC (18%)  
 LOCATION: CONUS (91%), OVERSEAS (9%)  
 DAFSC DISTRIBUTION: 27131 (59%), 27151 (41%)  
 AVERAGE NUMBER OF TASKS PERFORMED: 64  
 AVERAGE GRADE: E-2.9  
 AVERAGE MONTHS IN CAREER FIELD: 13 AVERAGE MONTHS IN SERVICE: 27

GROUP DIFFERENTIATING TASKS	PERCENT MEMBERS PERFORMING
I423 MAINTAIN HOURLY NOTICE TO AIRMAN (NOTAM) UPDATES	97
F261 OPERATE SECONDARY CRASH PHONE NETS	94
F258 OPERATE BASE OPERATIONS OR AIRFIELD MANAGEMENT RADIOS	91
K499 POST NOTAM	88
I450 PROCESS FLIGHT PLANS	85
H370 REVIEW DD FORMS 175 (MILITARY FLIGHT PLAN)	85
I466 TRANSMIT INFORMATION OVER SECONDARY CRASH NET	85
F195 CHECK ACCURACY OF MASTER CLOCKS USING AUTOVON NUMBERS	83
I430 NOTIFY APPROPRIATE AGENCIES OF VIP ARRIVALS	80
F187 ARRANGE RUNWAY, TAXIWAY, OR RAMP SWEEPING	80
F252 NOTIFY APPROPRIATE AGENCIES OF AIRCRAFT ARRIVAL OR DEPARTURE TIMES	79
H376 UPDATE INBOUND, OUTBOUND, OR LOCAL FLIGHT LOGS	79
K502 PREPARE NOTAM	79
I425 MAINTAIN STATUS OF INBOUND AND OUTBOUND AIRCRAFT	77
I385 COORDINATE FLIGHT PLANS WITH TOWER, TRANSIENT ALERT, OR JOB CONTROL	77
F196 CONDUCT SHIFT CHANGE BRIEFINGS	74
F241 MAINTAIN BASE OPERATIONS VIP LOUNGE	73
I379 COMMUNICATE WITH INBOUND AIRCRAFT USING VOICE OR TELE- COMMUNICATION SYSTEMS	71
K509 TRANSMIT NOTAM	71
F190 ARRANGE TRANSPORTATION FOR DISTINGUISHED VISITORS (DV), AIRCREW, OR PASSENGERS	70
F180 ACCOMPLISH QUICK REACTION CHECKLIST ITEMS	68
F268 PERFORM RADIO OR TELEPHONE COMMUNICATION CHECKS	67
F249 MONITOR SECONDARY CRASH PHONE NETS	65
F285 RELAY WEATHER WARNINGS AND ADVISORIES	64
K489 ISSUE NOTAM	64
H375 UPDATE AIRFIELD STATUS BOARDS	62
F211 DISSEMINATE RUNWAY CONDITION INFORMATION	62
F199 COORDINATE AIRCRAFT PARKING WITH APPROPRIATE AGENCIES	62
F299 WASH AND WAX VEHICLES ASSIGNED TO BASE OPERATIONS	61
I404 FORMAT AND TRANSMIT IFR FLIGHT PLAN CORRECTION MESSAGES	59

TABLE A6

GROUP ID NUMBER AND TITLE: WEAPONS RANGE NCOICs (GRP145)  
 GROUP SIZE: 9 PERCENT OF SAMPLE: 1%  
 MAJCOM DISTRIBUTION: TAC (67%), AFSC (22%), MAC (11%)  
 LOCATION: CONUS (100%)  
 DAFSC DISTRIBUTION: 27151 (89%), 27171 (11%)  
 AVERAGE NUMBER OF TASKS PERFORMED: 149  
 AVERAGE GRADE: E-4.6  
 AVERAGE MONTHS IN CAREER FIELD: 105 AVERAGE MONTHS IN SERVICE: 111

GROUP DIFFERENTIATING TASKS	PERCENT MEMBERS PERFORMING
I425 MAINTAIN STATUS OF INBOUND AND OUTBOUND AIRCRAFT	100
F196 CONDUCT SHIFT CHANGE BRIEFINGS	100
F212 DRIVE GOVERNMENT MOTOR VEHICLES	100
E168 REQUEST SUPPLIES OR EQUIPMENT	100
D106 COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS	100
F285 RELAY WEATHER WARNINGS AND ADVISORIES	100
F249 MONITOR SECONDARY CRASH PHONE NETS	89
F180 ACCOMPLISH QUICK REACTION CHECKLIST ITEMS	89
F273 POST CHANGES TO DAILY FLIGHT SCHEDULES	89
L541 RELAY EMERGENCY NOTIFICATIONS	89
I391 DISSEMINATE CRASH INFORMATION	89
B61 SUPERVISE AIRFIELD MANAGEMENT HELPERS (AFSC 27111)	89
D100 BRIEF PERSONNEL ON CHANGES IN TRAINING METHODS OR PROCEDURES	89
D109 DEVELOP TRAINING AIDS	89
C91 PREPARE APR	89
H376 UPDATE INBOUND, OUTBOUND, OR LOCAL FLIGHT LOGS	89
C74 EVALUATE PERFORMANCE OF AIRMEN	89
B57 ORIENT NEWLY ASSIGNED PERSONNEL	89
F190 ARRANGE TRANSPORTATION FOR DISTINGUISHED VISITORS (DV), AIRCREW, OR PASSENGERS	89
D102 CONDUCT INITIAL ON-THE-JOB TRAINING (OJT) BRIEFINGS	89
I455 RELAY NOTAM VIA TELEPHONE	89
L540 RECORD AIRCRAFT CHECK-IN AND DEPARTURE TIME	78
F247 MONITOR FLYING SCHEDULES	78
I379 COMMUNICATE WITH INBOUND AIRCRAFT USING VOICE OR TELE-COMMUNICATION SYSTEMS	78
F201 COORDINATE ON FLYING SCHEDULES	78
A18 ESTABLISH WORK OR DUTY SCHEDULES	78
I452 RADIO WEATHER DATA TO AIRCREWS	78
F268 PERFORM RADIO OR TELEPHONE COMMUNICATION CHECKS	78
A41 SCHEDULE PERSONNEL FOR ADEQUACY OF MANNING DURING HEAVY ACTIVITY OR EXERCISE PERIODS	78
B55 MAINTAIN SUPPLY LEVELS	78

TABLE A7

GROUP ID NUMBER AND TITLE: COMSEC MATERIALS MONITORS (GRP146)  
 GROUP SIZE: 6 PERCENT OF SAMPLE: 1%  
 MAJCOM DISTRIBUTION: TAC (33%), USAF (33%), PACAF (17%), SAC (17%)  
 LOCATION: CONUS (17%), OVERSEAS (83%)  
 DAFSC DISTRIBUTION: 27131 (17%), 27151 (17%), 27171 (67%)  
 AVERAGE NUMBER OF TASKS PERFORMED: 82  
 AVERAGE GRADE: E-5  
 AVERAGE MONTHS IN CAREER FIELD: 52 AVERAGE MONTHS IN SERVICE: 124

GROUP DIFFERENTIATING TASKS	PERCENT MEMBERS PERFORMING
H345 INVENTORY COMSEC MATERIALS	100
E171 SIGN CERTIFICATES FOR DESTRUCTION OF CLASSIFIED MATERIALS	100
E144 MAINTAIN COMSEC PUBLICATIONS	100
E132 DESTROY CLASSIFIED MATERIALS	100
J469 MAINTAIN CLASSIFIED MATERIAL USED BY AIRCREWS	100
E157 PREPARE CERTIFICATES FOR DESTRUCTION OF CLASSIFIED MATERIALS	100
E167 REPRODUCE DOCUMENTS, OTHER THAN CLASSIFIED	100
C88 PERFORM DAILY OFFICE SECURITY INSPECTIONS	100
E142 ISSUE CHARTS, MAPS, OR OTHER PUBLICATIONS TO AIRCREWS, EXCLUDING TECHNICAL ORDERS OR TRAINING MANUALS	100
F268 PERFORM RADIO OR TELEPHONE COMMUNICATION CHECKS	100
F199 COORDINATE AIRCRAFT PARKING WITH APPROPRIATE AGENCIES	100
F212 DRIVE GOVERNMENT MOTOR VEHICLES	100
F238 INTERPRET MESSAGES RECEIVED	100
H362 PREPARE PASSENGER MANIFESTS	100
B57 ORIENT NEWLY ASSIGNED PERSONNEL	100
F255 NOTIFY SUPERVISOR OF FLYING (SOF) OF AIRCRAFT EMERGENCIES	100
E179 WITNESS DESTRUCTION OF CLASSIFIED MATERIALS	83
E158 PREPARE COMSEC INVENTORY SHEETS	83
F253 NOTIFY APPROPRIATE AGENCIES REGARDING CHANGES IN LOCAL FLYING SCHEDULE	83
H376 UPDATE INBOUND, OUTBOUND, OR LOCAL FLIGHT LOGS	83
H372 SCHEDULE AIRCREW TRANSPORTATION TO AND FROM AIRCRAFT	83
E155 POST CHANGES TO CLASSIFIED PUBLICATIONS	83
F190 ARRANGE TRANSPORTATION FOR DISTINGUISHED VISITORS (DV), AIRCREW, OR PASSENGERS	83
D100 BRIEF PERSONNEL ON CHANGES IN TRAINING METHODS OR PROCEDURES	83
F192 AUTHENTICATE MESSAGE INFORMATION	83
I414 ISSUE COMMUNICATIONS SECURITY (COMSEC) MATERIALS TO AIRCREWS	67
F273 POST CHANGES TO DAILY FLIGHT SCHEDULES	67

TABLE A8

GROUP ID NUMBER AND TITLE: ALCE PERSONNEL (GRP213)  
 GROUP SIZE: 14 PERCENT OF SAMPLE: 1%  
 MAJCOM DISTRIBUTION: MAC (100%)  
 LOCATION: CONUS (71%), OVERSEAS (29%)  
 DAFSC DISTRIBUTION: 27151 (43%), 27171 (57%)  
 AVERAGE NUMBER OF TASKS PERFORMED: 124  
 AVERAGE GRADE: E-5.8  
 AVERAGE MONTHS IN CAREER FIELD: 149 AVERAGE MONTHS IN SERVICE: 167

GROUP DIFFERENTIATING TASKS	PERCENT MEMBERS PERFORMING
M573 MAINTAIN MAC FORMS 356 (MOVEMENT FLOWCHART)	100
M575 MONITOR ARRIVAL AND PARKING OF AIRCRAFT UNDER ALCE OPERATIONAL CONTROL	100
A27 PLAN AIRLIFT CONTROL ELEMENT (ALCE) FUNCTIONS	100
M574 MONITOR AIRCRAFT DELAYS BASED ON AUTHORIZED GROUND TIMES	100
M587 PREPARE DAILY AIRCRAFT FLOW SCHEDULES	100
M571 MAINTAIN DEPLOYABLE PUBLICATIONS KIT	100
M570 MAINTAIN ALCE MISSION FOLDER	100
M576 MONITOR REFUELING, LOADING, AND DEPARTURE OF AIRCRAFT UNDER ALCE OPERATIONAL CONTROL	100
M585 PREPARE ALCE EQUIPMENT FOR DEPLOYMENT OR REDEPLOYMENT	100
M591 PREPARE ON- OR OFF-STATION REPORTS	100
M590 PREPARE MAIRS REPORT OF ALCE OPERATIONS	100
M595 STORE CLASSIFIED MESSAGES	100
M559 COORDINATE AIRCRAFT ACTIVITIES WITH AIRLIFT CONTROL CENTER (ALCC)	100
M568 INSTALL BASE STATION	93
M589 PREPARE FLOW AND GRAPHS FOR DEPLOYMENTS	93
M596 TRANSMIT ON- OR OFF-STATION REPORTS	93
M560 COORDINATE LIVING QUARTERS FOR TDY ALCE CADRE	93
M558 COORDINATE AIRCRAFT MOVEMENT WITH UNIT COMMAND POST	86
F212 DRIVE GOVERNMENT MOTOR VEHICLES	86
M572 MAINTAIN MAC FORMS 314 (AIRCREW MANAGEMENT RECORD)	86
M583 PREPARE AFTER ACTION REPORTS	86
E145 MAINTAIN DEPLOYMENT KITS	86
E125 BUILD DEPLOYMENT KITS	86
E132 DESTROY CLASSIFIED MATERIALS	86
M555 COORDINATE AIRCRAFT MAINTENANCE AND PARTS WITH LOGISTICS READINESS CENTER (LRC)	86
M582 PLACE FIELD SAFE IN CENTRAL LOCATION	86
F199 COORDINATE AIRCRAFT PARKING WITH APPROPRIATE AGENCIES	86
F292 TRANSMIT MAIRS	86
F218 IDENTIFY MAIRS MESSAGES	86
D115 PARTICIPATE IN WEAPON QUALIFICATION TRAINING	86

TABLE A9

GROUP ID NUMBER AND TITLE: MANAGEMENT PERSONNEL (GRPO28)  
 GROUP SIZE: 74 PERCENT OF SAMPLE: 10%  
 MAJCOM DISTRIBUTION: TAC (19%), SAC (15%), PACAF (15%), USAFE (12%)  
 LOCATION: CONUS (58%), OVERSEAS (42%)  
 DAFSC DISTRIBUTION: 27151 (7%), 27171 (70%), 27191 (23%)  
 AVERAGE NUMBER OF TASKS PERFORMED: 79  
 AVERAGE GRADE: E-6.8  
 AVERAGE MONTHS IN CAREER FIELD: 170 AVERAGE MONTHS IN SERVICE: 213

GROUP DIFFERENTIATING TASKS	PERCENT MEMBERS PERFORMING
B48 DRAFT CORRESPONDENCE OR REPORTS	85
B44 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED MATTERS	78
B58 PARTICIPATE IN CONFERENCES OR POLICY MEETINGS	77
A6 DETERMINE WORK PRIORITIES	73
C91 PREPARE APR	72
F212 DRIVE GOVERNMENT MOTOR VEHICLES	70
B56 NOMINATE PERSONNEL FOR AWARDS	70
C74 EVALUATE PERFORMANCE OF AIRMEN	68
E135 DRAFT UNCLASSIFIED MESSAGES	66
C85 INDORSE AIRMAN PERFORMANCE REPORTS (APR)	66
B57 ORIENT NEWLY ASSIGNED PERSONNEL	66
B46 DIRECT COMPLIANCE WITH OPERATIONAL DIRECTIVES	64
B49 EDIT REPORTS	62
A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	61
B54 INITIATE REQUESTS FOR SUPPLIES OR EQUIPMENT	58
C69 ANALYZE INSPECTION OR OPERATIONS REPORTS	58
B47 DRAFT CHANGES TO MANUALS OR PUBLICATIONS	58
C92 PREPARE INSPECTION REPORTS	55
A41 SCHEDULE PERSONNEL FOR ADEQUACY OF MANNING DURING HEAVY ACTIVITY OR EXERCISE PERIODS	55
A40 SCHEDULE LEAVES OR PASSES	55
C70 CONDUCT INSPECTIONS OR SPOT CHECKS OF AIRFIELD MANAGEMENT	54
C94 PREPARE RECOMMENDATIONS FOR AWARDS AND DECORATIONS	54
B59 PREPARE WORK ORDERS	53
A4 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	53
C88 PERFORM DAILY OFFICE SECURITY INSPECTIONS	51
E167 REPRODUCE DOCUMENTS, OTHER THAN CLASSIFIED	51
A20 ESTIMATE EQUIPMENT REQUIREMENTS	51
A34 PLAN WORK ASSIGNMENTS	51
E168 REQUEST SUPPLIES OR EQUIPMENT	51
E143 LOCATE PUBLICATIONS USING APPLICABLE INDEXES	51

TABLE A10

GROUP ID NUMBER AND TITLE: AIRFIELD MANAGEMENT SUPERINTENDENTS (GRP182)  
 GROUP SIZE: 18 PERCENT OF CLUSTER: 24%  
 MAJCOM DISTRIBUTION: TAC (22%), PACAF (17%), USAF (11%), ATC (11%), SAC (11%)  
 LOCATION: CONUS (50%), OVERSEAS (50%)  
 DAFSC DISTRIBUTION: 27171 (50%), 27191 (50%)  
 AVERAGE NUMBER OF TASKS PERFORMED: 107  
 AVERAGE GRADE: E-7.6  
 AVERAGE MONTHS IN CAREER FIELD: 200 AVERAGE MONTHS IN SERVICE: 234

GROUP DIFFERENTIATING TASKS		PERCENT MEMBERS PERFORMING
B48	DRAFT CORRESPONDENCE OR REPORTS	100
B58	PARTICIPATE IN CONFERENCES OR POLICY MEETINGS	100
C74	EVALUATE PERFORMANCE OF AIRMEN	100
A6	DETERMINE WORK PRIORITIES	100
C91	PREPARE APR	100
B44	COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED MATTERS	100
C85	INDORSE AIRMAN PERFORMANCE REPORTS (APR)	100
B63	SUPERVISE AIRFIELD MANAGEMENT SUPERVISORS (AFSC 27171)	94
H343	INSPECT RUNWAYS FOR FOREIGN OBJECTS	94
C82	EVALUATE TIMELINESS AND ACCURACY OF BASE OPERATIONS OR AIRFIELD MANAGEMENT FUNCTIONS	94
F212	DRIVE GOVERNMENT MOTOR VEHICLES	94
E130	COORDINATE ON OPERATION PLANS (OPLAN)	94
H339	ESCORT CIVIL ENGINEERING (CE) PERSONNEL ON INSPECTION OF STRUCTURAL CONDITION OF RUNWAYS, TAXIWAYS, OR RAMPS	94
C69	ANALYZE INSPECTION OR OPERATIONS REPORTS	94
B56	NOMINATE PERSONNEL FOR AWARDS	94
F187	ARRANGE RUNWAY, TAXIWAY, OR RAMP SWEEPING	94
C70	CONDUCT INSPECTIONS OR SPOT CHECKS OF AIRFIELD MANAGEMENT	89
F258	OPERATE BASE OPERATIONS OR AIRFIELD MANAGEMENT RADIOS	89
A17	ESTABLISH STANDING OPERATING PROCEDURES (SOP) FILES FOR BASE OPERATIONS OR AIRFIELD MANAGEMENT	89
E135	DRAFT UNCLASSIFIED MESSAGES	89
B49	EDIT REPORTS	83
H327	COORDINATE FLIGHTLINE AND AIRFIELD AUTHORIZATIONS OF CONTRACTOR AND PERSONAL VEHICLES	83
H332	COORDINATE RUNWAY, TAXIWAY, AIRCRAFT PARKING AREA PAINTING WITH CIVIL ENGINEERING	83
B46	DIRECT COMPLIANCE WITH OPERATIONAL DIRECTIVES	83
C94	PREPARE RECOMMENDATIONS FOR AWARDS AND DECORATIONS	83
A10	DEVELOP PROCEDURES FOR DISSEMINATING AIRFIELD MANAGEMENT OR AIRFIELD OPERATIONS INFORMATION	83
H323	COORDINATE AIRFIELD LIGHTING REPAIR WITH CIVIL ENGINEERING	83
A19	ESTIMATE BUDGET REQUIREMENTS	83
A1	COMPILE DATA FOR AIRFIELD MANAGEMENT PERSONNEL REQUIREMENTS	83
C92	PREPARE INSPECTION REPORTS	78

TABLE A11

GROUP ID NUMBER AND TITLE: BASE OPERATIONS NCOICs (GRP157)  
 GROUP SIZE: 9 PERCENT OF CLUSTER: 12%  
 MAJCOM DISTRIBUTION: TAC (22%), SAC (22%), MAC (22%), AFSC (22%), USAF (11%)  
 LOCATION: CONUS (89%), OVERSEAS (11%)  
 DAFSC DISTRIBUTION: 27151 (11%), 27171 (78%), 27191 (11%)  
 AVERAGE NUMBER OF TASKS PERFORMED: 80  
 AVERAGE GRADE: E-6.2  
 AVERAGE MONTHS IN CAREER FIELD: 158 AVERAGE MONTHS IN SERVICE: 190

GROUP DIFFERENTIATING TASKS	PERCENT MEMBERS PERFORMING
B62 SUPERVISE AIRFIELD MANAGEMENT SPECIALISTS (AFSC 27151)	100
A18 ESTABLISH WORK OR DUTY SCHEDULES	100
C85 INDORSE AIRMAN PERFORMANCE REPORTS (APR)	100
C83 EVALUATE TRAINING NEEDS	100
C91 PREPARE APR	100
A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	100
B52 IMPLEMENT TRAINING PROGRAMS	100
D110 EVALUATE PROFICIENCY OF AIRMEN PRIOR TO UPGRADING	100
A40 SCHEDULE LEAVES OR PASSES	100
C74 EVALUATE PERFORMANCE OF AIRMEN	89
C84 EVALUATE WORK SCHEDULES	89
A34 PLAN WORK ASSIGNMENTS	89
B44 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED MATTERS	89
B57 ORIENT NEWLY ASSIGNED PERSONNEL	89
B56 NOMINATE PERSONNEL FOR AWARDS	89
D100 BRIEF PERSONNEL ON CHANGES IN TRAINING METHODS OR PROCEDURES	89
D106 COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS	89
B51 IMPLEMENT SECURITY PROGRAMS	89
D105 CONDUCT TRAINING MEETINGS	89
B46 DIRECT COMPLIANCE WITH OPERATIONAL DIRECTIVES	78
C88 PERFORM DAILY OFFICE SECURITY INSPECTIONS	78
B48 DRAFT CORRESPONDENCE OR REPORTS	78
B59 PREPARE WORK ORDERS	78
A6 DETERMINE WORK PRIORITIES	78
D114 PARTICIPATE IN TRAINING MEETINGS	78
B58 PARTICIPATE IN CONFERENCES OR POLICY MEETINGS	78
D102 CONDUCT INITIAL ON-THE-JOB TRAINING (OJT) BRIEFINGS	78
B45 DEVELOP DUTY ROSTERS	78
D99 ASSIGN TRAINERS OR INSTRUCTORS	78
A42 SCHEDULE PERSONNEL FOR BRIEFINGS OR ORIENTATIONS	78

TABLE A12

GROUP ID NUMBER AND TITLE: RANGE OPERATIONS MANAGERS (GRP147)  
 GROUP SIZE: 7 PERCENT OF CLUSTER: 9%  
 MAJCOM DISTRIBUTION: TAC (57%), PACAF (29%), AAC (14%)  
 LOCATION: CONUS (71%), OVERSEAS (29%)  
 DAFSC DISTRIBUTION: 27171 (86%), 27191 (14%)  
 AVERAGE NUMBER OF TASKS PERFORMED: 83  
 AVERAGE GRADE: E-6.3  
 AVERAGE MONTHS IN CAREER FIELD: 199 AVERAGE MONTHS IN SERVICE: 220

GROUP DIFFERENTIATING TASKS	PERCENT MEMBERS PERFORMING
L512 CLEAR GROUND USERS ON AND OFF RANGE COMPLEX	100
L529 NOTIFY INBOUND AIRCRAFT OF RANGE STATUS, GROUND ACTIVITY, WEATHER, AND ANY RANGE RESTRICTIONS	100
L528 NOTIFY CONVENTIONAL RANGE CREW OF GROUND USER ACTIVITY	100
C91 PREPARE APR	100
C74 EVALUATE PERFORMANCE OF AIRMEN	100
A6 DETERMINE WORK PRIORITIES	100
L540 RECORD AIRCRAFT CHECK-IN AND DEPARTURE TIME	100
E168 REQUEST SUPPLIES OR EQUIPMENT	100
A40 SCHEDULE LEAVES OR PASSES	100
L514 COORDINATE RANGE ACTIVITY AND SPECIAL USER REQUESTS WITH APPROPRIATE AGENCIES	86
B44 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED MATTERS	86
L524 INSPECT RANGES	86
B48 DRAFT CORRESPONDENCE OR REPORTS	86
B46 DIRECT COMPLIANCE WITH OPERATIONAL DIRECTIVES	86
L513 COORDINATE MAINTENANCE AND REPAIR OF RANGE EQUIPMENT	86
F212 DRIVE GOVERNMENT MOTOR VEHICLES	86
C94 PREPARE RECOMMENDATIONS FOR AWARDS AND DECORATIONS	86
B56 NOMINATE PERSONNEL FOR AWARDS	86
L547 TEST RANGE RADIOS, EMERGENCY LIGHTS, AND CRASH PHONES	86
B57 ORIENT NEWLY ASSIGNED PERSONNEL	86
A12 DRAFT JOB DESCRIPTIONS	86
B52 IMPLEMENT TRAINING PROGRAMS	71
C85 INDORSE AIRMAN PERFORMANCE REPORTS (APR)	71
L526 INSPECT STRAFE IMPACT AREA AND FOUL LINE FOR UNEXPLODED ORDNANCE GUN AMMO, OR CASINGS, OR OTHER DEBRIS	71
L521 DIRECT DAILY RANGE ACTIVITIES AND MAINTENANCE OPERATIONS	71
L523 IDENTIFY REQUIREMENTS FOR RANGE IMPROVEMENTS	71
B49 EDIT REPORTS	71
B58 PARTICIPATE IN CONFERENCES OR POLICY MEETINGS	71
L525 INSPECT STRAFE BEDS	71
B62 SUPERVISE AIRFIELD MANAGEMENT SPECIALISTS (AFSC 27151)	71

TABLE A13

GROUP ID NUMBER AND TITLE: PROGRAM MANAGERS (GRP66)  
 GROUP SIZE: 8 PERCENT OF CLUSTER: 11%  
 MAJCOM DISTRIBUTION: Dispersed among all Major Commands  
 LOCATION: CONUS (50%), OVERSEAS (50%)  
 DAFSC DISTRIBUTION: 27171 (87%), 27191 (13%)  
 AVERAGE NUMBER OF TASKS PERFORMED: 72  
 AVERAGE GRADE: E-6.9  
 AVERAGE MONTHS IN CAREER FIELD: 160 AVERAGE MONTHS IN SERVICE: 197

GROUP DIFFERENTIATING TASKS	PERCENT MEMBERS PERFORMING
B48 DRAFT CORRESPONDENCE OR REPORTS	100
B49 EDIT REPORTS	100
B47 DRAFT CHANGES TO MANUALS OR PUBLICATIONS	100
E167 REPRODUCE DOCUMENTS, OTHER THAN CLASSIFIED	88
E135 DRAFT UNCLASSIFIED MESSAGES	88
E128 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS	88
B58 PARTICIPATE IN CONFERENCES OR POLICY MEETINGS	88
E166 REPRODUCE CLASSIFIED MATERIAL	88
E130 COORDINATE ON OPERATION PLANS (OPLAN)	88
E150 MARK MESSAGES WITH PROPER CLASSIFICATION	88
C71 CONDUCT STAFF VISITS	88
F191 ASSEMBLE INFORMATION FOR BRIEFINGS	75
E132 DESTROY CLASSIFIED MATERIALS	75
E131 COORDINATE STAFF REPORTS WITH HIGHER HEADQUARTERS	75
E165 PREPARE VISUAL AIDS FOR BRIEFINGS	75
A8 DEVELOP OPERATION PLANS (OPLAN)	75
C88 PERFORM DAILY OFFICE SECURITY INSPECTIONS	75
E179 WITNESS DESTRUCTION OF CLASSIFIED MATERIALS	75
E143 LOCATE PUBLICATIONS USING APPLICABLE INDEXES	75
E153 PARTICIPATE IN AIR OPERATIONS MEETINGS	75
F234 INTERPRET AERONAUTICAL CHARTS OR FLIGHT INFORMATION PUBLICATION CATALOGUES	75
F238 INTERPRET MESSAGES RECEIVED	63
A4 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES	63
E124 ARRANGE REPRODUCTION OF CLASSIFIED MATERIALS WITH OTHER AGENCIES	63
E129 COORDINATE ON OPERATION ORDERS (OPORD)	63
E171 SIGN CERTIFICATES FOR DESTRUCTION OF CLASSIFIED MATERIALS	63
E146 MAINTAIN DIRECTIVES, OTHER THAN FAA OR ICAO PUBLI- CATIONS, PERTINENT TO MILITARY FLYING	63
E157 PREPARE CERTIFICATES FOR DESTRUCTION OF CLASSIFIED MATERIALS	63
E148 MAINTAIN FILES OF FAA OR ICAO REGULATIONS PERTINENT TO AF FLYING	63
F281 PROVIDE SECURITY FOR CLASSIFIED MATERIAL OR EQUIPMENT	50

TABLE A14

GROUP ID NUMBER AND TITLE: WEAPONS RANGE PERSONNEL (GRP037)  
 GROUP SIZE: 22 PERCENT OF SAMPLE: 2%  
 MAJCOM DISTRIBUTION: TAC (86%), AAC (9%)  
 LOCATION: CONUS (86%), OVERSEAS (14%)  
 DAFSC DISTRIBUTION: 27131 (41%), 27151 (50%), 27171 (9%)  
 AVERAGE NUMBER OF TASKS PERFORMED: 45  
 AVERAGE GRADE: E-3.2  
 AVERAGE MONTHS IN CAREER FIELD: 20 AVERAGE MONTHS IN SERVICE: 37

GROUP DIFFERENTIATING TASKS	PERCENT MEMBERS PERFORMING
L525 INSPECT STRAFE BEDS	100
L512 CLEAR GROUND USERS ON AND OFF RANGE COMPLEX	100
L530 OPERATE ACOUSTISCOPE	91
L547 TEST RANGE RADIOS, EMERGENCY LIGHTS, AND CRASH PHONES	82
F268 PERFORM RADIO OR TELEPHONE COMMUNICATION CHECKS	77
L513 COORDINATE MAINTENANCE AND REPAIR OF RANGE EQUIPMENT	77
L526 INSPECT STRAFE IMPACT AREA AND FOUL LINE FOR UNEXPLODED ORDNANCE GUN AMMO, OR CASINGS, OR OTHER DEBRIS	73
L545 SCORE ORDNANCE IMPACT	73
L539 RAISE STRAFE TARGETS	73
F212 DRIVE GOVERNMENT MOTOR VEHICLES	68
L532 OPERATE DAT 1 TESTER TO TEST ACOUSTISCOPE MICROPHONES	68
L534 PLACE DIRT ON BERMS	68
L540 RECORD AIRCRAFT CHECK-IN AND DEPARTURE TIME	64
L529 NOTIFY INBOUND AIRCRAFT OF RANGE STATUS, GROUND ACTIVITY, WEATHER, AND ANY RANGE RESTRICTIONS	64
L511 CALIBRATE M-2 SCOPES AND CHECK MOUNTS	64
L546 SPOT, SCORE, AND RECORD BOMB IMPACT POINTS USING TOSS ON M-2 SYSTEMS	59
L528 NOTIFY CONVENTIONAL RANGE CREWS OF GROUND USER ACTIVITY	59
L521 DIRECT DAILY RANGE ACTIVITIES AND MAINTENANCE OPERATIONS	55
L535 PLOT BOMB IMPACT POINTS	55
F196 CONDUCT SHIFT CHANGE BRIEFINGS	55
L541 RELAY EMERGENCY NOTIFICATIONS	55
F247 MONITOR FLYING SCHEDULES	50
F239 INTERPRET WEATHER SEQUENCES ON TELAUTOWRITERS	50
F251 MONITOR TELAUTOWRITERS	50
F193 CHANGE PAPER ON TELAUTOWRITERS	50
L524 INSPECT RANGES	45
F299 WASH AND WAX VEHICLES ASSIGNED TO BASE OPERATIONS	45
L514 COORDINATE RANGE ACTIVITY AND SPECIAL USER REQUESTS WITH APPROPRIATE AGENCIES	45
F273 POST CHANGES TO DAILY FLIGHT SCHEDULES	45
L516 COORDINATE RANGE SECURITY AND SAFETY WITH SECURITY POLICE	45

TABLE A15

GROUP ID NUMBER AND TITLE: RANGE OPERATIONS SPECIALISTS (GRP115)  
 GROUP SIZE: 7 PERCENT OF CLUSTER: 32%  
 MAJCOM DISTRIBUTION: TAC (86%), AAC (14%)  
 LOCATION: CONUS (86%), OVERSEAS (14%)  
 DAFSC DISTRIBUTION: 27131 (43%), 27151 (43%), 27171 (14%)  
 AVERAGE NUMBER OF TASKS PERFORMED: 32  
 AVERAGE GRADE: E-3.1  
 AVERAGE MONTHS IN CAREER FIELD: 21 AVERAGE MONTHS IN SERVICE: 34

GROUP DIFFERENTIATING TASKS	PERCENT MEMBERS PERFORMING
L540 RECORD AIRCRAFT CHECK-IN AND DEPARTURE TIME	100
L525 INSPECT STRAFE BEDS	100
L530 OPERATE ACOUSTISCORE	100
L526 INSPECT STRAFE IMPACT AREA AND FOUL LINE FOR UNEXPLODED ORDNANCE GUN AMMO, OR CASINGS, OR OTHER DEBRIS	100
L547 TEST RANGE RADIOS, EMERGENCY LIGHTS, AND CRASH PHONES	100
L512 CLEAR GROUND USERS ON AND OFF RANGE COMPLEX	100
L521 DIRECT DAILY RANGE ACTIVITIES AND MAINTENANCE OPERATIONS	86
L513 COORDINATE MAINTENANCE AND REPAIR OF RANGE EQUIPMENT	86
L532 OPERATE DAT 1 TESTER TO TEST ACOUSTISCORE MICROPHONES	86
L545 SCORE ORDNANCE IMPACT	71
F268 PERFORM RADIO OR TELEPHONE COMMUNICATION CHECKS	71
F247 MONITOR FLYING SCHEDULES	71
F212 DRIVE GOVERNMENT MOTOR VEHICLES	71
L524 INSPECT RANGES	57
L529 NOTIFY INBOUND AIRCRAFT OF RANGE STATUS, GROUND ACTIVITY, WEATHER, AND ANY RANGE RESTRICTIONS	57
L535 PLOT BOMB IMPACT POINTS	57
L536 PREPARE WEAPONS RANGE ACTIVITY REPORTS	57
L539 RAISE STRAFE TARGETS	57
F180 ACCOMPLISH QUICK REACTION CHECKLIST ITEMS	57
L534 PLACE DIRT ON BERMS	57
L516 COORDINATE RANGE SECURITY AND SAFETY WITH SECURITY POLICE	57
L541 RELAY EMERGENCY NOTIFICATIONS	57
L528 NOTIFY CONVENTIONAL RANGE CREWS OF GROUND USER ACTIVITY	43
L514 COORDINATE RANGE ACTIVITY AND SPECIAL USER REQUESTS WITH APPROPRIATE AGENCIES	43
D113 PARTICIPATE IN SELF-STUDY TRAINING	43
F273 POST CHANGES TO DAILY FLIGHT SCHEDULES	43
F195 CHECK ACCURACY OF MASTER CLOCKS USING AUTOVON NUMBERS	43
L511 CALIBRATE M-2 SCOPES AND CHECK MOUNTS	43
L515 COORDINATE RANGE SEARCHES AND RESCUES	43
L546 SPOT, SCORE, AND RECORD BOMB IMPACT POINTS USING TOSS ON M-2 SYSTEMS	29

TABLE A16

GROUP ID NUMBER AND TITLE: AVON PARK PERSONNEL (GRP134)  
 GROUP SIZE: 11 PERCENT OF CLUSTER: 50%  
 MAJCOM DISTRIBUTION: TAC (100%)  
 LOCATION: CONUS (100%)  
 DAFSC DISTRIBUTION: 27131 (36%), 27151 (64%)  
 AVERAGE NUMBER OF TASKS PERFORMED: 59  
 AVERAGE GRADE: E-3.5  
 AVERAGE MONTHS IN CAREER FIELD: 15 AVERAGE MONTHS IN SERVICE: 35

GROUP DIFFERENTIATING TASKS	PERCENT MEMBERS PERFORMING
L534 PLACE DIRT ON BERMS	100
L539 RAISE STRAFE TARGETS	100
L525 INSPECT STRAFE BEDS	100
F251 MONITOR TELEAUTOWRITERS	100
L512 CLEAR GROUND USERS ON AND OFF RANGE COMPLEX	100
F268 PERFORM RADIO OR TELEPHONE COMMUNICATION CHECKS	100
F193 CHANGE PAPER ON TELAUTOWRITERS	100
F299 WASH AND WAX VEHICLES ASSIGNED TO BASE OPERATIONS	91
L530 OPERATE ACOUSTISCOPE	91
F239 INTERPRET WEATHER SEQUENCES ON TELAUTOWRITERS	91
F196 CONDUCT SHIFT CHANGE BRIEFINGS	91
F212 DRIVE GOVERNMENT MOTOR VEHICLES	82
F246 MAINTAIN VEHICLES ASSIGNED TO BASE OPERATIONS	82
L546 SPOT, SCORE, AND RECORD BOMB IMPACT POINTS USING TOSS ON M-2 SYSTEMS	82
L513 COORDINATE MAINTENANCE AND REPAIR OF RANGE EQUIPMENT	82
L547 TEST RANGE RADIOS, EMERGENCY LIGHTS, AND CRASH PHONES	82
L545 SCORE ORDNANCE IMPACT	73
L528 NOTIFY CONVENTIONAL RANGE CREWS OF GROUND USER ACTIVITY	73
L511 CALIBRATE M-2 SCOPES AND CHECK MOUNTS	73
F255 NOTIFY SUPERVISOR OF FLYING (SOF) OF AIRCRAFT EMERGENCIES	73
A18 ESTABLISH WORK OR DUTY SCHEDULES	73
F258 OPERATE BASE OPERATIONS OR AIRFIELD MANAGEMENT RADIOS	64
F252 NOTIFY APPROPRIATE AGENCIES OF AIRCRAFT ARRIVAL OR DEPARTURE TIMES	64
F273 POST CHANGES TO DAILY FLIGHT SCHEDULES	64
L532 OPERATE DAT 1 TESTER TO TEST ACOUSTISCOPE MICROPHONES	64
F285 RELAY WEATHER WARNINGS AND ADVISORIES	64
L529 NOTIFY INBOUND AIRCRAFT OF RANGE STATUS, GROUND ACTIVITY, WEATHER, AND ANY RANGE RESTRICTIONS	64
I382 CONTACT FAA CENTERS TO PASS OR RECEIVE INFORMATION ON AIRCRAFT	55
L526 INSPECT STRAFE IMPACT AREA AND FOUL LINE FOR UNEXPLODED ORDNANCE GUN AMMO, OR CASINGS, OR OTHER DEBRIS	55
F247 MONITOR FLYING SCHEDULES	55

TABLE A17

GROUP ID NUMBER AND TITLE: NOTAM EDITORS (GRP198)  
 GROUP SIZE: 9 PERCENT OF SAMPLE: 1%  
 MAJCOM DISTRIBUTION: AFCC (100%)  
 LOCATION: CONUS (89%), OVERSEAS (11%)  
 DAFSC DISTRIBUTION: 27151 (89%), 27171 (11%)  
 AVERAGE NUMBER OF TASKS PERFORMED: 22  
 AVERAGE GRADE: E-4.7  
 AVERAGE MONTHS IN CAREER FIELD: 77 AVERAGE MONTHS IN SERVICE: 111

<u>GROUP DIFFERENTIATING TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
K484 FORMAT NOTAM	100
I423 MAINTAIN HOURLY NOTICE TO AIRMAN (NOTAM) UPDATES	100
K490 LOG NOTAM INTO NOTAM FACILITY	100
I427 MAINTAIN THEATER NOTAM SUMMARIES	100
K495 OPERATE DATASPEED 40 EQUIPMENT	89
K502 PREPARE NOTAM	89
K508 SUBMIT DAILY NOTAM SUMMARY	89
K499 POST NOTAM	89
K509 TRANSMIT NOTAM	78
K483 EXERCISE QUALITY CONTROL NOTAM FACILITY PRODUCTS	67
K503 RESEARCH AIRWAY CHANGE INFORMATION	67
K489 ISSUE NOTAM	67
F238 INTERPRET MESSAGES RECEIVED	67
F196 CONDUCT SHIFT CHANGE BRIEFINGS	67
K481 COORDINATE NOTICES TO AIRMEN (NOTAM) LIAISON DUTIES FOR DIFFERENT THEATERS	44
F259 OPERATE EMERGENCY GENERATORS	44
F180 ACCOMPLISH QUICK REACTION CHECKLIST ITEMS	44
I411 INTERPRET ENROUTE SUPPLEMENTS	33
H369 RESEARCH FLIGHT INFORMATION PUBLICATIONS (FLIP)	33
F234 INTERPRET AERONAUTICAL CHARTS OR FLIGHT INFORMATION PUBLICATION CATALOGUES	33
K487 INTERPRET FEATURES ON AERONAUTICAL CHARTS	33
I455 RELAY NOTAM VIA TELEPHONE	33
K485 IDENTIFY CONTROLLED AIRSPACE ON CHARTS	33
K486 INSPECT SERVICE B FORMATS FOR ACCURACY	33
F228 IMPLEMENT PYRAMID ALERT OR RECALL LISTS	33
A1 COMPILE DATA FOR AIRFIELD MANAGEMENT PERSONNEL REQUIREMENTS	22
F263 OPERATE TELETYPE EQUIPMENT	22
E143 LOCATE PUBLICATIONS USING APPLICABLE INDEXES	22
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